

# PART III. TEXAS COMMISSION ON THE ARTS

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Authority: The provisions of this Part III issued under Acts 1965, 59th Leg., p. 674, ch. 323, effective September 1, 1965, as amended (Texas Civ. St. art. 6144g).

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## CHAPTER 31: AGENCY PROCEDURES

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**§31.1. Purpose.**

The commission shall carry out the purpose prescribed by law to the Texas Commission on the Arts.

Source: The provisions of this §31.1 adopted to effective January 1, 1980, 5 TexReg 4591.

**§31.2. Officers.**

- (a) The officers of the commission shall be a chairman, the immediate past chairman (if still a member of the commission), a vice chairman, a secretary, and a treasurer. These officers shall perform the functions prescribed by law or assigned them by the commission from time to time and shall perform all functions customarily performed by such officer.
- (b) All officers shall be elected from the membership of the commission for a one-year term.
- (c) Election of officers shall be held at the regular April meeting of each year and will take office the following September.
- (d) Should an officer resign, the chairman will appoint a successor.
- (e) The chairman shall preside at all meetings of the commission. If the chairman is unavailable, the vice chairman shall act in his stead.
- (f) No member shall hold more than one office at a time.
- (g) No member shall serve more than two consecutive full terms in any one office.

Source: The provisions of this §31.2 adopted to be effective January 1, 1980, 5 TexReg 4591; amended to be effective January 21, 1982, 8 TexReg 58; amended to be effective November 10, 1983, 8 TexReg 4486; amended to be effective April 16, 1984, 9 TexReg 1887.

**§31.3. Meetings.**

- (a) The commission shall hold four regular business meetings annually, normally in September, November, February, and April. A majority of the commissioners will set the date of regular meetings. Grant applications submitted to the commission will normally be considered at its November and April meetings.
- (b) The chairman, executive committee, or a majority of the commissioners may call a special meeting of the commission at any time by giving at least one week's notice to all commissioners.
- (c) The chairman or a majority of the commissioners will designate the place of all meetings.
- (d) One-third of the members of the commission shall constitute a quorum and whenever a majority vote of the commission is required, this is deemed to mean a majority of those members present at a meeting having a quorum.
- (e) No proxies are permitted at any meeting of the commission.
- (f) At least one week prior to regular meetings, the staff shall furnish the members with necessary materials.

Source: The provisions of this §31.3 adopted to be effective January 1, 1980, 5 TexReg 4591; amended to be effective April 1, 1981, 6 TexReg 997; amended to be effective January 21, 1982, amended to be effective January 21, 1982, 8 TexReg 58.

**§31.4. Committees.**

- (a) All committee chairmen, with the exception of the chairman of the Assistance Review Committee, and committee members shall be appointed by the commission chairman at the first regular meeting of the commission after the chairman is elected.
- (b) The term of all committee memberships shall be until the next commission meeting following the termination of the term of the chairman who appointed them, or such earlier date as the chairman may designate, or until their replacement has been named.
- (c) All vacancies on any committee shall be filled by the chairman.
- (d) The chairman and vice chairman shall be *ex officio* members of each committee.
- (e) A quorum at each committee meeting shall consist of 1/2 of its members.
- (f) Summary minutes will be kept of all standing committee meetings, copies of which shall be promptly distributed to all committee members for review and then distributed to all commissions.
- (g) The standing committees shall be the following:
  - (1) The Executive Committees shall consist of the officers of the commission and no more than two members of the commission appointed at the pleasure of the chairman.
  - (2) The Administrative Committee shall consist of at least three members, one to be the treasurer. The committee may recommend to the commission policies and guidelines and may work with the executive director in developing and implementing such policies and shall conduct an annual review and evaluation of commission activity and develop and control internal operating budgets.
  - (3) The Assistance Review Committee shall consist of at least three members and shall review, with assistance from the staff and advisory panels applications for assistance submitted to the commission and then make recommendations to the commission. The vice chairman of the commission shall serve as the chairman of this committee. The committee shall recommend to the commission grant submission criteria.

- (4) The Business and Professional Involvement Committee shall consist of at least three members and shall be responsible for coordinating activities of the commission and the business community. Additional noncommissioner members may be appointed. Reports and recommendations will be presented to the commission.
  - (5) The Governor's Mansion Committee shall consist of at least three members and shall be responsible for the statutory duties of the commission in regard to the governor's mansion. Reports and recommendations will be presented to the commission.
  - (6) The Liaison Committee shall consist of at least three members and shall be responsible for coordinating activities of the commission and approved statewide organizations.
  - (7) The Minority Involvement Committee shall consist of at least three members and shall be responsible for coordinating activities of the commission and minority acts organizations. Additional noncommissioner members may be appointed. Reports and recommendations will be presented to the commission.
  - (8) The Officer Nominating Committee shall consist of three members, the committee chairman to be appointed by the commission chairman and the other two members to be selected at large by the commission. The committee shall select a slate of nominees to serve as officers of the commission and shall recommend this slate of nominees to the commission at its quarterly meeting in April.
- (h) Special committees may be appointed from time to time by the chairman who shall designate the duties and term of such committees.

Source: The provisions of this §31.4 adopted to be effective January 1, 1980, 5 TexReg 4591; amended to be effective January 21, 1982, 7 TexReg 58; amended to be effective November 10, 1983, 8 TexReg 4486.

### §31.5. Staff.

- (a) Within the policies and guidelines established by the commission, the executive director shall have the responsibility to develop programs, employ staff, and to carry out operations. The executive director shall be an *ex officio* member of all commission committees except the Officer Nominating Committee.
- (b) No employee of the commission shall accept any office, employment, or position on any committee, governing board, or other position of possible influence, authority, or responsibility with any organization connected with the arts, whether with or without compensation, without the prior consent of the commission. No employee of the commission shall accept any honorarium or other remuneration for services rendered to any arts organization, nor own any interest in any arts organization or engage in any business or enterprise connected with the arts without the prior consent of the executive director and the commission. It is anticipated that consent to any such outside activity will not be granted in the event the organization is one which is eligible to be a grantee of the commission or which is affiliated with one or more organizations which are eligible to be grantees of the commission.
- (c) The term "employee" as used in this section is not deemed to include consultants or advisors to the commission who are engaged on a contractual basis from time to time to advise the commission on limited, specific matters.

Source: The provisions of this §31.5 adopted to be effective January 1, 1980, 5 TexReg 4591; amended to be effective January 21, 1982, 7 TexReg 58; amended to be effective November 10, 1983, 8 TexReg 4486.

### §31.6. [RESERVED]

### §31.7. Advisory Councils.

- (a) The advisory council shall consist of such former members of the Texas Fine Arts Commission or the Texas Commission on the Arts as desire to continue their work for the commission, and shall serve so long as they wish to continue their support of the commission. Such commitment may require periodic reaffirmation, in writing, at the discretion of the chairman.
- (b) The chairman's advisory council shall consist of such past chairmen of the Texas Fine Arts Commission or the Texas Commission on the Arts as desire to continue their work for the commission, and shall serve so long as they wish to continue their support of the commission. Such commitment may require periodic reaffirmation, in writing, at the discretion of the chairman.
- (c) Duties of these advisory councils shall be to advise the commission and staff at their request and to assist with other commission duties and functions as requested. These advisory councils may meet periodically, at the call of the chairman, to review activities of the commission.

Source: The provisions of this §31.7 adopted to effective January 1, 1980, 5 TexReg 4591.

### §31.8. Travel.

- (a) All staff travel must have prior approval of the executive director and will be reviewed by the administrative committee.

- (b) All travel by the commissioners (other than to and from commission and committee meetings) must be approved by the chairman.

Source: The provisions of this §31.8 adopted to effective January 1, 1980, 5 TexReg 4591.

### §31.9. Parliamentary Authority.

Rules contained in the current edition of *Roberts' Rules of Order*, newly revised, shall govern this commission in all cases to which they are applicable and in which they are not inconsistent with this chapter, state or federal law, and any special rules this commission may adopt.

Source: The provisions of this §31.9 adopted to effective January 1, 1980, 5 TexReg 4591.

### §31.10. Amendment.

- (a) These sections can be amended at any regular or special meeting of the commission by a  $\frac{2}{3}$  vote, provided that the amendment has been submitted in writing at least seven days prior to the meeting.
- (b) The staff will advise the proper governmental authority of any change in these sections as required by law.

Source: The provisions of this §31.10 adopted to effective January 1, 1980, 5 TexReg 4591.





**CHAPTER 33. [RESERVED]**



## CHAPTER 35. TEXAS ARTS PLAN

Section No.

35:i.

Section Name

Adoption of Texas Arts Plan.



**§35.1. Adoption of Texas Arts Plan.**

The commission adopts by reference the Texas Arts Plan as amended November, 1982. This document is published by and available from the Texas Commission on the Arts, P.O. Box 13406, Austin, Texas 78711.

**Authority:** The provisions of this §35.1 issued under Acts 1965, 59th Leg., p. 674, ch. 323, effective September 1, 1965, as amended (Texas Civ. St. art. 6144g, §4).

**Source:** The provisions of this §35.1 adopted to be effective January 1, 1980, 5 TexReg 4591; amended to be effective June 18, 1980, 5 TexReg 2223; amended to be effective January 2, 1981, 5 TexReg 4989; amended to be effective April 1, 1981, 6 TexReg 997; amended to be effective September 21, 1981, 6 TexReg 3327; amended to be effective August 31, 1982, 7 TexReg 3027; amended to be effective December 30, 1982, 7 TexReg 4384; amended to be effective March 21, 1983, 8 TexReg 826.



## CHAPTER 37. APPLICATION FORMS AND INSTRUCTIONS FOR FINANCIAL ASSISTANCE

Section No.                      Section Name

### POLICIES AND PROCEDURES

37.1. through 37.2.              [RESERVED]

### FORMS AND INSTRUCTIONS

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37.24.                              Application Form and Instructions for the Texas Touring Arts Program—Performing Arts.  
37.25.                              Application Form and Instructions for the Texas Touring Arts Program—Visual Arts.  
37.26.                              Application Form and Instructions for the Texas Touring Arts Program—Sponsors.





**POLICIES AND PROCEDURES**

**§37.1. through 37.2. [RESERVED]**

**FORMS AND INSTRUCTIONS**

**§37.21. Application Form and Instructions for Assistance Review Process.**

The commission adopts by reference the application form and instructions for the Assistance Review Process as outlined in the Texas Arts Plan. This document is published by and available from the Texas Commission on the Arts, P.O. Box 13406, Capitol Station, Austin, Texas 78711.

Source: The provisions of this §37.21 adopted to be effective December 30, 1981, 6 TexReg 4668.

**§37.22. Application Form and Instructions for Artist-in-Education Program—Artist.**

The commission adopts by reference the application form and instructions for the Artist-in-Education Program—Artist as outlined in the Texas Arts Plan. This document is published by and available from the Texas Commission on the Arts, P.O. Box 13406, Capitol Station, Austin, Texas 78711.

Source: The provisions of this §37.22 adopted to be effective May 19, 1982, 7 TexReg 1739.

**§37.23. Application Form and Instructions for Artist-in-Education Program—Sponsors.**

The commission adopts by reference the application form and instructions for the Artist-in-Education Program—Sponsors as outlined in the Texas Arts Plan. This document is published by and available from the Texas Commission on the Arts, P.O. Box 13406, Capitol Station, Austin, Texas 78711.

Source: The provisions of this §37.23 adopted to be effective May 19, 1982, 7 TexReg 1739.

**§37.24. Application Form and Instructions for the Texas Touring Arts Program—Performing Arts.**

The commission adopts by reference the application form and instructions for the Texas Touring Arts Program—Performing Arts as outlined in the Texas Arts Plan. This document is published by and available from the Texas Commission on the Arts, P.O. Box 13406, Capitol Station, Austin, Texas 78711.

Source: The provisions of this §37.24 adopted to be effective May 19, 1982, 7 TexReg 1739.

**§37.25. Application Form and Instructions for the Texas Touring Arts Program—Visual Arts.**

The commission adopts by reference the application form and instructions for the Texas Touring Arts Program—Visual Arts as outlined in the Texas Arts Plan. This document is published by and available from the Texas Commission on the Arts, P.O. Box 13406, Capitol Station, Austin, Texas 78711.

Source: The provisions of this §37.25 adopted to be effective May 19, 1982, 7 TexReg 1739.

**§37.26. Application Form and Instructions for the Texas Touring Arts Program—Sponsors.**

The commission adopts by reference the application form and instructions for the Texas Touring Arts Program—Sponsors as outlined in the Texas Arts Plan. This document is published by and available from the Texas Commission on the Arts, P.O. Box 13406, Capitol Station, Austin, Texas 78711.

Source: The provisions of this §37.26 adopted to be effective May 19, 1982, 7 TexReg 1739.

