

ORDINANCE 2016-02
BOROUGH OF DUNELLEN

AN ORDINANCE OF THE BOROUGH OF DUNELLEN, NEW JERSEY, ADDING NEW CHAPTER THREE TO THE DUNELLEN MUNICIPAL CODE CREATING THE DUNELLEN ARTS AND CULTURE COMMISSION, DEFINING THE DUTIES AND FUNCTIONS OF THE COMMISSION, ESTABLISHING THE METHOD OF APPOINTMENT OF MEMBERS TO THE COMMISSION AND PROVIDING FOR OPERATING PROCEDURES.

WHEREAS, the Dunellen Borough Mayor and Council finds that, in order to enhance the quality of life available to the members of the Dunellen Community, the borough should provide and encourage the formation of public programs which will afford greater opportunities to experience and enjoy the fine and performing arts and cultural experiences locally; and

WHEREAS, the Borough Mayor and Council has determined that the Dunellen Arts and Culture Commission should be formed to pursue this objective.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF DUNELLEN, AS FOLLOWS:

A new Chapter 3 entitled “Dunellen Arts and Culture Commission” is hereby added to the Dunellen Municipal Code to read as follows:

Section 1. Commission Established – Membership.

- A. The Dunellen Arts and Culture Commission, consisting of nine members appointed by the mayor is hereby established. The term of office shall be five years and until a successor is appointed and confirmed, provided that four of the initial nine members of the Commission shall serve for two years until their successors are appointed and confirmed, in order to achieve staggered terms of office. All subsequent appointments shall be for five years, or for the duration of an unexpired term in the case of an appointment to a vacancy.
- B. Commission members shall be appointed upon the basis of demonstrated interest in, and knowledge and support of the arts, culture and Dunellen’s historical value. Members shall serve without salary or other compensation, provided that members shall be reimbursed for necessary expenses actually incurred. All commissioners shall reside or own a business or property within the Borough at the time of appointment and throughout their terms of office.

Section 2. Rules of Procedures. The Commission shall adopt procedural rules governing the transaction of its business. The Rules shall include provision for the date, time and place of regular meetings of the Commission. Provisions shall be made for maintaining minutes of Commission meetings and records of all Commission reports, conclusions and recommendations. The Rules of Procedures shall provide for election of Commission

Officers, which shall include a Chairperson and Vice Chairperson who shall serve for at least one year. The Rules of the Commission shall provide that all Commission meetings shall be open to the public and that notice of meetings shall comply with the New Jersey Open Public Meetings Act, to the extent proceedings of the Commission are governed by such Act. The procedures shall address receipt and processing of citizen proposals and requests.

Section 3. Authority of Commission. The Arts and Culture Commission is authorized to take the following actions:

- A. On behalf of the Borough of Dunellen, to encourage, conduct, sponsor or co-sponsor public programs to further the development and public awareness of, and interest in, the fine and performing arts and cultural experiences of Dunellen;
- B. To provide recommendations to the Mayor and Borough Council for possible borough sponsored cultural, historical and artistic endeavors and projects and to act as a representative to the community in such matters;
- C. To encourage donations, grants and other support to further expand the arts, culture and historical services and programs available to citizens of Dunellen and members of the Dunellen community;
- D. To take such other actions as the Borough Mayor and Council may direct from time to time.

Section 4. Meeting and Staff Services.

- A. The Dunellen Arts and Culture Commission shall meet no less than six (6) times per year at dates, times and places to be established by the Commission. Commission meetings shall be open to the public and written meeting minutes shall be maintained and made available to the public upon approval of the minutes by the Commission.
- B. The Director of Parks and Recreation shall be responsible for providing administrative and staff services for the Commission.
- C. The Commission shall make a report to the Borough Mayor and Council annually.

Section 5. Budget. The Dunellen Arts and Culture Commission programs and operating expenses shall be funded from the Borough of Dunellen general fund, grants, donations and admission charges. The Director of Parks and Recreation shall be responsible, with advisement from the Commission, for submitting the annual operating budget to the Mayor and Council.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Effective Date. This ordinance, being an administrative action, is not subject to referendum and shall take effect five (5) days after publication.