

## ATTACHMENT A – INSTRUCTIONS

### PREPARE PROPOSAL IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW

---

#### 1. Proposal Submission Requirements

The proposal shall consist of two separately bound sections, a technical proposal and a price proposal. **One (1) original and three (3) copies** of each must be submitted in sealed envelopes conspicuously marked: “Proposal in Response to Request for Quotation No. DCBX-2008-Q-0013: Public Art Master Plan.”

All proposals must be submitted on 8.5” by 11” paper and typewritten. Telephonic proposals will not be accepted unless otherwise directed in writing.

#### 2. Technical Proposal

This section shall be submitted under a separate cover titled “Technical Proposal.” The technical portion shall, at minimum, include the following:

##### 2.1 Technical Approach and Capacity

- a. Offeror shall provide a brief narrative which demonstrates its understanding of the District’s requirement and outlines its methodology for research and development of a public art within the required timeframe.
- b. Offeror shall provide a brief narrative which demonstrates its knowledge of research and development of a public art including one that stresses the value of multi-disciplinary design teams and community processes.
- c. The Offeror shall demonstrate its ability in working with urban communities with a diverse population of at least 400,000 in public art master planning, including the writing of Public Art Master Plans.
- d. The Offeror shall demonstrate its comprehensive understanding of designing and facilitating effective community assessment and awareness-raising processes.
- f. The Offeror shall demonstrate its background in developing paper and digital reports and presentations
- g. The Offeror shall provide a work plan including project timeline and a staffing plan.
- h. Offeror shall provide resumes of proposed staff to be assigned to this project, documenting experience in accordance with the statement of work.

##### 2.2. Past Performance and Demonstrated Results

- a. The offeror shall provide a list of, at minimum, three (3) client organizations for which the offeror has provided research and development services during the past two (2) years.
- b. The offeror shall provide a narrative, describing the services provided and the accomplishment achieved as a direct result of the recommendation provided by the offeror.
- c. The offeror shall provide the point of contact and other relevant information for references.

- d. Offeror shall provide at least three (3) previous clients (preferably from government and nonprofit sectors) that have been successfully with the last three (3) years. The Offer's submission shall indicate the name, address, and telephone number of clients that requested such services. The offeror shall have its client reference complete the attached Past Performance Evaluation Form (Attachment D) and **return the signed form directly to Angela Turner, Supervisory Contract Specialist via fax at 202-727-8843 or via email at [angela.turner@dc.gov](mailto:angela.turner@dc.gov) on or before May 22, 2008**

### 3. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". The offeror shall complete Attachment B – Price Schedule. Pricing shall include all costs for the service described in Attachment C – Statement of Work.

Offeror shall provide a breakdown of the labor categories and number of hours proposed. Pricing shall be a firm fixed price.

### 4. Proposal Submission Date and Time

Proposals must be submitted no later than **2 p.m. EST on Thursday, May 22, 2008**. Offerors may submit proposals by mail, at the address below, by fax to 202-727-8843, or email to [Angela.turner@dc.gov](mailto:Angela.turner@dc.gov). Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

#### 4.1 Hand Delivery or Mailing of Solicitation

Deliver or Mail to:  
Government of the District of Columbia  
Office of Contracting and Procurement  
441 4<sup>th</sup> Street, N.W., Suite 703 South  
Washington, D.C. 20001  
Attn: Angela Turner

**Email to:**

[Angela.turner@dc.gov](mailto:Angela.turner@dc.gov)

#### **4.2 Proposal Submission Date**

The closing date for receipt of proposals is **May 22, 2008 by 2:00 p.m.** local time.

#### **5. Evaluation for Award**

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a price and technical standpoint.

#### **6. Proposal Evaluation**

The District will evaluate proposals using the following criteria listed in descending order of importance:

**(a) Technical Approach and Capacity (40%)**

- Offeror shall provide a brief narrative which demonstrates its understanding of the District's requirement and outlines its methodology for research and development of a public-art plan within the required timeframe.
- Offeror shall provide a brief narrative which demonstrates its knowledge of research and development of a public-art plans and different approaches to public art including one that stresses the value of multi-disciplinary design teams and community processes.
- The Offeror shall demonstrate its ability in working with urban communities with a diverse population of at least 400,000 in public art master planning, including the writing of Public Art Maters Plans.
- The Offeror shall demonstrate its comprehensive understanding of designing and facilitating effective community assessment and awareness-raising processes.
- The Offeror shall demonstrate its background in developing paper and digital reports and presentations.  
The Offeror shall provide a work plan including project timeline and a staffing plan.
- Offeror shall provide resumes of proposed staff to be assigned to this project, documenting experience in accordance with the statement of work.

**(b) Past Performance and Demonstrated Results (40%)**

- The offeror shall provide a list of, at minimum, three (3) client organizations for whom the offeror has provided research and development services during the past two (2) years.
- The offeror shall provide a narrative, describing the services provided and the accomplishment achieved as a direct result of the recommendation provided by the offeror.
- The offeror shall provide the point of contact and other relevant information for references.

- Offeror shall provide at least three (3) previous clients (preferably from government and nonprofit sectors) that have been successfully with the last three (3) years. The Offer's submission shall indicate the name, address, and telephone number of clients that requested such services. The offeror shall have its client reference complete the attached Past Performance Evaluation Form (Attachment D) and **return the signed form directly to Angela Turner, Supervisory Contract Specialist via fax at 202-727-8843 or via email at [angela.turner@dc.gov](mailto:angela.turner@dc.gov) on or before April 10, 2008**

(c) **Price** (20%)

The Offeror's pricing proposal will be evaluated separately from the technical proposal.

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The District will use the total estimated maximum in the calculation. The following formula will be used to determine each offeror's evaluated price score:

$$\begin{array}{l} \text{Lowest price proposal} \\ \text{-----} \end{array} \times 20 = \text{Evaluated price score}$$

Price of proposal being evaluated

The technical evaluation criteria above serve as the standard against which all proposals will be evaluated and serve to identify the significant areas which the offeror should specifically address in complying with the requirements in the Scope of Work. The technical proposal and price proposal shall be evaluated separately.

## ATTACHMENT B – PRICE SCHEDULE

---

- B.1** Pricing shall be firm fixed price and inclusive of all costs, including administrative and overhead costs.
- B.2** The District contemplates award of a firm fixed price contract.

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Unit Price	Extended Price
0001	Research and Development Services	1 Job		\$ _____

**ATTACHMENT D – PAST PERFORMANCE EVALUATION FORM**

(Check appropriate box)

Performance Elements	RATING (See Rating Guidelines on Page 2)					
	5 – Excellent	4 – Good	3 – Acceptable	2 – Minimally Acceptable	1 – Poor	0 – Unacceptable
Quality of Services/ Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: \_\_\_\_\_
2. Name & Title of Evaluator: \_\_\_\_\_
3. Signature of Evaluator: \_\_\_\_\_
4. Name of Evaluator’s Organization: \_\_\_\_\_
5. Telephone Number of Evaluator: \_\_\_\_\_
6. Type of service received: \_\_\_\_\_  
(Continue on separate sheet if needed)
7. Period of Performance: \_\_\_\_\_
8. Remarks on excellent performance: Provide data supporting this observation. (Continue on separate sheet if needed)  
\_\_\_\_\_  
\_\_\_\_\_
9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)  
\_\_\_\_\_  
\_\_\_\_\_

## RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Minimally Acceptable), 3 (Acceptable), 4(Good), or 5 (Excellent). Use the following instructions as guidance in making these evaluations.

	<b>Quality of Service/ Work</b>	<b>Cost Control</b>	<b>Timeliness of Performance</b>	<b>Business Relations</b>
	<ul style="list-style-type: none"> <li>-Compliance with contract requirements</li> <li>-Accuracy of reports</li> <li>-Appropriateness of personnel</li> <li>-Technical excellence</li> </ul>	<ul style="list-style-type: none"> <li>-Within budget (over/ under target costs)</li> <li>-Current, accurate, and complete billings</li> <li>-Relationship of negated costs to actual</li> <li>-Cost efficiencies</li> <li>-Change order issue</li> </ul>	<ul style="list-style-type: none"> <li>-Meet Interim milestones</li> <li>-Reliable</li> <li>-Responsive to technical directions</li> <li>-Completed on time, including wrap-up and contract administration</li> <li>-No liquidated damages assessed</li> </ul>	<ul style="list-style-type: none"> <li>-Effective management</li> <li>-Businesslike correspondence</li> <li>-Responsive to contract requirements</li> <li>-Prompt notification of contract problems</li> <li>-Reasonable/cooperative</li> <li>-Flexible</li> <li>-Pro-active</li> <li>-effective contractor recommended solutions</li> <li>-Effective snail/small disadvantaged business Subcontracting program</li> </ul>
<b>0. Unacceptable</b>	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
<b>1. Poor</b>	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
<b>2. Minimally Acceptable</b>	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
<b>3. Acceptable</b>	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
<b>4. Good</b>	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
<b>5. Excellent</b>	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

**ATTACHMENT C**  
**STATEMENT OF WORK**  
**PUBLIC ART MASTER PLAN**

**1. SCOPE**

The DC Commission on the Arts and Humanities (DCCA) is seeking an experienced Arts Contractor to provide professional services to research and develop the Public Art Master Plan ("Plan") for the District of Columbia ("District") from FY 2009 through FY2013, as outlined in the Statement of Work (SOW).

**2. BACKGROUND**

**A. Overview**

The DC Commission on the Arts and Humanities ("DCCA") seeks competitive proposals for professional services to research and develop the Public Art Master Plan ("Plan") for the District of Columbia ("District") to cover a five-year period, as specified in Section II Scope of Work and Responsibilities. The plan will serve to streamline DCCA's policy and procedures for public art in the District of Columbia and will frame the basis for DCCA's Capital Budget requests for FY2009-FY2014. The Plan will encompass a thoughtful and creative planning process that is grounded in the agency's mission, organizational capacity, resources, and legislative authority.

DCCA authorized the development of the Plan to complement and supplement other planning documents related to city's Comprehensive Plan administered through the DC Office of Planning. The Plan is intended to bring together the arts and cultural elements of Mayor Adrian M. Fenty's vision of the District as a *World Class Cultural City* and will be updated every five years upon its adoption.

**B. Background**

The District of Columbia, the capital of the United States, is located on the banks of the Potomac River and bordered by the states of Virginia (to the west) and Maryland (to the north, east and south). The city was planned and developed in the late 18<sup>th</sup> century to serve as the permanent national capital; the federal district was formed to keep the national capital distinct from the states. There is a municipal government and a Mayor. Congress has supreme authority over the District which results in the citizens having less self-governance than residents of the states. The District has non-voting at-large Congressional representative. The residential population is nearly 600,000

The DCCA, a District Government agency, is well positioned to examine a variety of strategic opportunities for the future. Established in 1968 by the DC Law 1-22, the DCCA is the official government agency for arts and culture in the District of Columbia under the purview of the Deputy Mayor for Planning and Economic Development. It is governed by eighteen private residents who serve as the

governing body and final funding authority for the agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia. The agency is comprised of a professional staff, assisted annually by peer review panelists and a host of volunteers. The DCCAH's mission is ***to provide grants, programs and education activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.*** The DCCAH programs support and promote stability, vitality and diversity of artistic expression. Through its grants programs, agency services, and special initiatives, the DCCAH strives to achieve the following goals:

- Increase access to and awareness of the arts for all District residents
- Promote arts education in the public schools
- Support arts learning opportunities for all ages
- Build community through the arts
- Create and strengthen partnerships in the arts
- Preserve and highlight the District's cultural diversity and heritage

### C. Public Art

The District established the Art in Public Places Amendment of 1986, DC Law 6-125 to allocate up to one percent of the District's adjusted Capital Budget for the commission and acquisition of artwork in public sites throughout the District. The public art program is now called the DC Creates Public Art Program ("DCCPAP")

There are currently six subprojects under DCCPAP:

1. Art Bank: Under this program, DCCAH purchases work from local visual artists, providing them with financial and professional benefits. The artwork is documented, framed and loaned to other District government agencies for display in the public areas of their offices. DCCAH installs the artwork and corresponding identification labels. The works include but not limited to prints, paintings, drawings, photographs and sculptures by professional artists and students K-12. Of particular note are those works that depict the District. Each year, new requests for artwork placement continue to exceed the number of works available. Currently, there are over 2000 artworks in the collection in approximately 130 agencies and 23 offices are on the waiting list.
2. Neighborhood Projects: This subproject provides for the placement of major public art projects in the District's neighborhoods. The interest and need for installing new murals, sculpture and other significant public art projects in neighborhoods has increased as they have proven to be catalysts for economic development. These works are in culmination with intensive public realm plan development partnerships with the Department of Transportation, the Office of Planning, Main Streets Programs, neighborhood advisory groups, WMATA, etc. Installation of these projects is integrated with the construction phases of public and private development.
3. Community Initiatives: This subproject provides for the placement of major

public art projects that address community interests in commemorating notable citizens and local history, creating a stronger neighborhood identity, or creating an artistic enhancement to correct an eyesore. This subproject allows District government agencies and interested community organization to nominate sites for potential placement of public art projects.

DCCAH brings artists, neighborhood residents and community organizations together to develop and recommend project designs for DCCAH approval. Guidelines are available on a project by project basis.

4. Anacostia Stadium Project: Under this program, DCCAH provides arts enhancements in and around the new baseball stadium as a one-time opportunity to integrate artwork into the construction of the facility, maximizing use of financial resources and enhancing the overall aesthetics and appeal of the structure. This project contributes to economic development in the District and provides a high-quality experience for District residents and visitors who participate in the sporting event.
5. Cultural Facilities: Under this program, DCCAH provides Capital Arts Grants for the support of District non-profit arts organizations that are pursuing capital projects as enhancements to District neighborhoods and downtown. This project provides financial support for the construction and/or renovation of buildings utilized by non-profit arts organizations to provide positive cultural arts opportunities for District residents and visitors.
6. Public Art Building Communities: Under this program, DCCAH provides Capital Arts Grants for artistic enhancements of schools, recreational centers and public housing to improve the quality of life in distressed neighborhoods and neighborhood investment zones. Competitive grants are awarded to individual artists and non-profit arts organizations that reside in the District for creation and installation of permanent artworks including but not limited to: sculptures, mosaics, murals, paving designs, custom benches, stained glass windows, artistic gates and railings, custom bus shelters, etc. These grant opportunities provide positive arts enhancements in neighborhoods and create a significant place for District residents.

### **3. REQUIREMENTS**

#### **3.1 Tasks**

- 3.1.1 The Contractor shall provide a Project Manager who shall be responsible for all activities in accordance with the statement of work.
- 3.1.2 The Contractor shall develop a work plan and timetable to produce a draft plan two (2) weeks after award of the contract.
- 3.1.3 The Contractor shall submit the draft action plan to the Contracting Officer Technical Representative (COTR) for approval.
- 3.1.4 The Contractor shall develop and implement with DCCAH board and

staff a realistic public process that will guide the development of the Plan. Updates of the development and implementation shall be submitted in the bi-weekly status reports as well as the final report.

3.1.5 The Contractor shall coordinate and facilitate public meetings to solicit input on the Plan.

3.1.6 The Contractor shall oversee and manage data collection. The data will be obtained from DCCAH and collected from the meetings that are organized.

3.1.7 The Contractor shall describe a broad vision for implementation of DCCPAP that responds to the city's character and conditions, inclusive of outlining current challenges. Updates shall be submitted in the bi-weekly status report as well as the final report.

3.1.8 The Contractor shall develop a work plan and timetable that do the following:

- Determine criteria for identifying locations and types of public art projects undertaken by DCCAH.
- Identify existing public art collection on maps and in a narrative. Identify on maps and in a narrative crucial locations for specific public art projects and recommend criteria for the selection of other sites as the District changes.
- Recommend opportunities and action plan for integrating public art in both public and private development in the District. Projects may be related to transportation, urban design, park development, economic and community development.
- Identify ways to expedite an efficient process for the installation of public art. Create a more efficient process for responding to other agencies, private developers and communities in identifying sites, construction timelines, permits, and community support.
- Recommend community programs, mentorship programs and youth investment programs that enhance relationships and raise awareness about the benefits of high-quality public art.

3.1.9 The Contractor shall submit a recommendation of a public art advocacy group to the DCCAH board to review and approve.

3.2 The Contractor shall develop a user friendly manual with guidelines and best practices available in both paper and digital formats, including a user friendly presentation for use at public meetings and on the internet. The manual shall be submitted to the COTR for review and approval one year from the date of contract award.

## DCBX-2008-Q-0013

---

- 3.3 The Contractor shall identify opportunities and action plan to increase the visibility of DCCPAP, these updates shall be submitted in the bi-weekly status report and final report. Coordinate program evaluation with program managers.
- 3.4 Identify an action plan for maintenance of the public art collection.
- 3.5 Submit draft Plan to DCCAH for review and approval by the board.
- 3.6 The Contractor shall submit bi-weekly status reports to DCCAH.
- 3.7 The Contractor shall produce a final written Plan to DCCAH board for approval one year from the date of contract award.
- 3.8 All final approved submission must be in Microsoft Suite and Adobe Suite and become the property of DCCAH the District.

### 4. DELIVERABLES

CLIN	Deliverables	Format/Method	Due Date
0001	Draft Work plan in accordance with Section 3.1.2.	One (1) electronic copy in writing One (1) hard color copy	Two (2) weeks from the date of the contract award.
0002	Realistic Public Process in accordance with Section 3.1.4.	One (1) electronic copy in writing One (1) hard color copy	Within one month of the date of the contract award.
0003	Bi-weekly Project Status Report in accordance with Section 3.6.	One (1) electronic copy in writing	By the 15 <sup>th</sup> and 30 <sup>th</sup> of each month during the performance of the contract.
0004	Manual/Guidelines in accordance with Section 3.2	One (1) electronic copy in writing One (1) hard color copy	To the COTR one year from the date of contract award.
0005	Final of Public Art Master Plan in accordance with Section 3.7.	Ten (10) electronic copy in writing Ten (10) hard color copy	To the COTR one year from the date of contract award

**5. PERIOD OF PERFORMANCE**

The period of performance will be date of award through one year thereafter.

**6. ATTACHMENTS**

Attachment A: Current Long-range Strategic Plan (2004-2008)

Attachment B: DC-Law 1-22 (Enabling Legislation)

Attachment C: DC-Law 6-125 (Public Art Legislation)

Attachment D: Board by-laws

**D.C. Commission on the Arts and Humanities  
Strategic Plan  
FY 2004 – 2008**

**Mission:**

The mission of the D.C. Commission on the Arts and Humanities is to provide grants, programs, and education activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.

In partnership with the community, DCCAH promotes excellence in the arts by initiating and supporting programs, activities, and policies that inspire, nurture, and reflect the multi-ethnic character and cultural diversity of the District.

**About the Commission**

The D.C. Commission on the Arts and Humanities is the District of Columbia's official arts agency. Since 1968, the DCCAH has developed programs and initiatives that support local artists, arts organizations, and arts activities, for the benefit of the city. Under the direction of the Deputy Mayor for Planning and Economic Development, the DCCAH functions simultaneously as a state and local arts agency, and is the sole source of public funding for the arts in the District of Columbia.

Through our grants programs, agency services, and special initiatives, the DCCAH strives to achieve the following goals:

- ◆ **Increase access to and awareness of the arts for all District residents**
- ◆ **Arts education and learning in the arts for all ages**
- ◆ **Building community through the arts**
- ◆ **Create and strengthen partnerships in the arts**
- ◆ **Preserve and highlight the District's cultural diversity and heritage**

*Please Note: Many objectives and strategies and initiatives are cross-cutting, and will positively meet other agency goals.)*

## **GOAL I: Increase access to and awareness of the arts for all District residents**

### **Objective 1: Support artists and arts organizations that serve the District**

The District is home to a variety of artists and arts organizations, ranging in size, mission and capacity. These artists and organizations benefit the entire city through their work, provide quality arts experiences to their communities, and represent every neighborhood in the District. Many small to medium sized groups have been challenged by the increased costs of operating in the District, and have been courted by neighboring counties. There has also been increased demand from city residents for more arts programs in every Ward.

#### **Strategies:**

- ◆ **Maintain and expand project grant opportunities to fund artists and arts activities** (*Artist Fellowship Program, Young Artist Program, City Arts Projects, Arts Education Projects, Small Projects Program*)
- ◆ **Maintain and expand general operating support for small to medium-sized arts groups** (*East of the River Program, Grants-in-Aid*)
- ◆ **Create leadership development grants for capacity building** (*Arts Advancement Program, East of the River Program, Cultural Facilities Program*)
- ◆ **Provide technical assistance workshops and professional development to expand knowledge in the field** (*Grants Workshops, Young Artist Program Series, Ward 7 Arts Workshops, Advocacy Workshops*)

### **Objective 2: Expand opportunities for arts participation for residents and visitors**

As the city has continued to rebuild and reinvigorate, there have been increased demand for arts programs and activities to highlight and celebrate the District's neighborhoods, and to introduce visitors to the culture "beyond the Mall." There has also been an increased need for quality programs for children and youth. Programs such as the Shakespeare Theatre's *Free for All* performances, the Adams Morgan Neighborhood Festival, the free workshops of the Dance DC Festival and the Hip-Hop Theatre Festival, and the Cultural Tourism's historic neighborhood walking tours are all examples of quality arts and cultural programs that encourage arts participation.

#### **Strategies:**

- ◆ **Support free and low cost arts activities throughout the city, with a particular emphasis on underserved neighborhoods** (*City Arts Projects, East of the River Projects, Community-Based Arts Education Projects*)
- ◆ **Attract cultural tourists to neighborhood and locally-focused cultural sights and events** (*Cultural Tourism DC Partnership*)
- ◆ **Maintain and expand funding for grassroots community-based arts organizations** (*City Arts Projects, East of the River Program, Cultural Facilities Program*)
- ◆ **Create special initiatives that highlight the District's arts scene, with a participatory focus** (*Dance DC Festival, Hip-Hop Theatre Festival, Mayor's Arts Awards*)

## **GOAL I: Increase access to and awareness of the arts for all District residents (continued)**

### **Objective 3: Increase awareness of arts opportunities in the District**

As the city's cultural landscape has expanded, there has been an increased need for targeted communications strategies that increase knowledge of opportunities and initiatives for arts organizations and artists, as well as methods for communicating to the public about the variety of arts and cultural experiences available to them. Reflecting the dual nature of the city, communication strategies are implemented on a variety of levels, from the high tech and high profile to the grassroots and simple.

#### **Strategies:**

- ◆ **Use technology to speed communication to arts organizations and artists** (*email blast announcements, arts education listserv, neighborhood listserv, grantee and applicant listserv, FindArt DC online job bank*)
- ◆ **Partner with media for communication of arts events and initiatives** (*Washington Post and washingtonpost.com for PandaMania and FilmFest DC, City Paper for the Hip-Hop Theatre Festival, District Cablevision for the Mayor's Arts Awards*)
- ◆ **Increase communications and public relations efforts** (*Media consultant, newsletter, website*)
- ◆ **Participate in grassroots activities to increase awareness** (*staff participation in community fairs, District Government information booths, neighborhood meetings*)

## **GOAL II: Arts education and learning in the arts for all ages**

### **Objective 1: To help ensure that the arts are basic to the education of children and young adults in grades pre-K through 12.**

The arts are a valuable part of education, but are frequently reduced or cut by District schools with limited resources or other academic concerns. The DCCAH works to increase the arts in schools for every student in the District. We strategically targets schools that have chosen to keep arts specialists and arts classes as part of their curriculum, offering them additional support and resources, and we encourage other schools to make the choice for the arts by supporting arts organizations who work in partnership with them, and increased access to arts education performances.

#### **Strategies:**

- ◆ **Maintain and enhance funding for quality arts education programs for pre-K through 12 grades** (*School-Based Arts Education Projects Grants, Arts for Every Student Partnership*)
- ◆ **Target funding and resources to encourage more arts in the classroom, with added benefits for schools that maintain their arts specialists** (*Teacher Mini Grants Pilot Program, Arts Education Resource Fair*)
- ◆ **Develop and support model programs and disseminate lessons learned from them** (*Teacher Mini Grants, Arts Education Pilot Program, Arts Education Newsletter*)
- ◆ **Align funding priorities to DCPS and National Standards** (*Arts Education Projects, Teacher Mini Grants, Pilot Program*)
- ◆ **Advocate for increased arts education resources for schools and community** (*DC Advocates for the Arts partnership, DC Voice public engagement working group*)

## **GOAL II: Arts education and learning in the arts for all ages** (continued)

### **Objective 2: To expand opportunities for children and young adults to participate in and to increase their understanding of or skills in the arts.**

The arts can be a powerful and positive influence on children and youth beyond the school day. They increase confidence and strengthen resiliency skills, and have been shown to have a particularly positive effect on high-risk youth. The DCCAH is committed to supporting arts learning before and after school and in the summer, as well as in the classroom.

#### **Strategies**

- ◆ **Maintain and enhance funding for quality arts programs both during and after the school day** (*Community-Based Arts Education Project Grants, City Arts Projects*)
- ◆ **Provide participatory arts experiences for children and youth as part of special initiatives** (*Dance DC Festival Workshops, East of the River Cultural Workshops, Larry Neal Writer's Awards for Youth*)
- ◆ **Support community resources in underserved areas that provide arts programs for youth** (*East of the River Grants Program, Latino Initiative, Young Artist Program Grants*)

### **Objective 3: To provide professional development opportunities for artists, arts professionals, and teachers.**

Focus groups and meetings with teachers have informed the DCCAH that many teachers feel they lack the skills and confidence to use the arts regularly in their classroom. Teaching artists have also felt that they needed more training in classroom management, assessment, and in working with content standards. The DCCAH has worked to enhance the knowledge and experience of the District's arts education community through professional development.

#### **Strategies**

- ◆ **Partner with qualified organizations to provide professional development for arts organizations and teachers** (*DC Arts and Humanities Education Collaborative*)
- ◆ **Fund organizations that provide quality professional development in the arts, and support independent professional development initiatives** (*Arts Education Project Grants, Teacher Mini Grants*)
- ◆ **Build resources and skills of arts community through shared professional development and networking** (*DC Arts Education Summer Institute, Arts Education Resource Fair*)
- ◆ **Provide technical assistance to arts specialists in DCPS and Public Charter Schools** (*Teacher Mini Grant workshops, DC Arts Education Association workshop presentations, DCPS Arts Specialist Content Forums*)

## **GOAL II: Arts education and learning in the arts for all ages** (continued)

### **Objective 4: Provide lifelong learning opportunities in the arts**

Although the predominant focus of the DCCAH's Arts Learning programs has been children and youth, the agency supports continuing the learning cycle for all of its residents. Learning through the arts provides invaluable opportunities to share and celebrate the culture of the city, and to deepen community connections through the love of learning.

### **Strategies**

- ◆ **Maintain and enhance funding for community arts instruction programs** (*City Arts Projects Grants, Small Projects Program, East of the River Grants*)
- ◆ **Provide underserved communities and populations resources for increased arts learning and participation** (*East of the River Grants Program, Latino Initiative, Young Artist Program*)
- ◆ **Encourage and support cross-generational learning opportunities** (*Elders Learning Through the Arts Program, Folk & Traditional Arts Mini-Grant Program*)

## **GOAL III: Building community through the arts**

### **Objective 1: Support the role of the arts in citywide economic development and planning**

The arts community has been a part of revitalizing neighborhoods in the District for decades, but it has primarily been in an informal and unplanned manner. Subsequently, many artists and arts organizations have lost their spaces to developers as the real estate market has boomed. Also, the positive effects of the arts in the community have not benefited all communities and some artists have chosen to move to neighboring counties that have marketed to them. The DCCAH has worked strategically to keep its cultural resources in the District, where they benefit the city economically as well as aesthetically.

### **Strategies**

**Partner with appropriate agencies and organizations to encourage cultural components in planning and development** (*DC Office of Planning, DC "Main Street" Initiative, Cultural Development Corporation*)

**Build public and policymaker awareness of the economic benefits of the cultural community** (*DC Advocates for the Arts, Cultural Alliance of Washington/Arts Economic Impact Study, Arts Funding Taskforce*)

**Provide resources and incentives for cultural programs to remain in the District & support infrastructure of community arts programs** (*Cultural Facilities Grant Program, Arts Advancement Program, East of the River Program*)

## **GOAL III: Building community through the arts** *(continued)*

### **Objective 2: Support community enhancement through public art**

Responses from community forums, Citizen's Summits and the Comprehensive Plan meetings have shown that residents overwhelmingly support public art in their neighborhoods as a means of beautifying the city and reflecting community diversity and pride. The DCCAH is committed to using public art as a means to enhance neighborhoods and to facilitate community building through dialogue and participation.

### **Strategies**

**Partner with government agencies and other entities to increase public art space** (*DC Office of Parks and Recreation, Metro Art in Transit Program*)

**Encourage community input through public arts** (*H Street NE Arts Project, Expressive Signs Arts Project, Metro Art in Transit Program, Community Arts Initiatives*)

**Utilize public art opportunities to increase arts participation** (*Art Walk public art/performance space, PandaMania photography contest, Community Arts Initiatives*)

### **Objective 3: Maintain and enhance funding for cultural hubs in underserved communities and build their organizational capacity**

Grassroots community arts programs have been one of the greatest resources for neighborhoods in the city, underserved communities in particular, providing needed programs and positive alternatives for youth and adults alike. Many small and medium arts groups in the city have limited training in management and planning, making it difficult for them to grow to scale and to compete with larger, established organizations for support. As many District neighborhoods are rapidly changing (and facing positive and negative consequences from that change), the DCCAH plans to support these organizations so that they remain resources for the community .

### **Strategies**

**Provide funding and resources to support development of arts organization infrastructure** (*Art Advancement Program, Cultural Facilities Program, East of the River Program, Latino Initiative*)

**Establish partnerships to provide expertise to community arts organizations** (*Cultural Alliance Business Volunteers for the Arts, Cultural Development Corporation's Flashpoint Arts Incubator, Washington Area Lawyers for the Arts Assistance Program*)

**Advocate for space for arts organizations in government and community service agencies** (*DC Office of Planning, DC Parks and Recreation, DC Advocates for the Arts*)

## **GOAL IV: Create and strengthen partnerships in the arts**

### **Objective 1 -- Develop strategic partnerships to increase agency impact**

As a small agency with limited staff, the DCCAH uses partnerships with other government agencies and arts and cultural service providers to deepen the impact of our initiatives and to make more and better resources available for the entire city. By tying our efforts to our partners' initiatives, we are able to work more effectively for the city's cultural community.

#### **Strategies**

- ◆ **Develop agency partnerships with District government for planning and facilitation resources** (*D.C. Office of Planning, District Comprehensive Plan, Mayor's Citizen Summits*)
- ◆ **Partner with regional arts organizations for providing increased services** (*Arts Education Collaborative partnerships, Cultural Alliance of Greater Washington, Washington Regional Association of Grantmakers membership*)
- ◆ **Build DCCAH partnerships with business, government, and community leaders for expertise and additional resources for agency initiatives and events** (*NASA/DCCAH/Metro L'Enfant Plaza Public Art initiative, Washington Post/City Paper/District Cablevision partnerships for media support, Kennedy Center and the Mayor's Arts Awards*)

### **Objective 2 -- Encourage arts community partnerships to advance shared goals**

Arts and cultural organizations both large and small can benefit by working together on the city's big issues and concerns. Through facilitating networking and sharing information, the DCCAH works with all of the city's organizations to improve arts access for everyone.

#### **Strategies**

- ◆ **Fund and support arts partnerships for facility development** (*Flashpoint Arts Incubator, the Atlas Performing Arts Center, Tivoli Theater Development*)
- ◆ **Fund and support arts partnerships for advocacy, policy, and joint programming** (*DC Advocates for the Arts, DC Arts and Humanities Education Collaborative, )*
- ◆ **Develop and fund arts partnerships for shared capacity building and partner development** (*Ward 7 Arts Collaborative*)

**GOAL IV: Create and strengthen partnerships in the arts**  
(continued)

**Objective 3 -- Encourage business and arts partnerships to benefit neighborhoods and communities**

Through capital funding projects, technical assistance, and advocacy, the DCCAH helps develop successful public/private partnerships throughout the city. These partnerships increase arts resources at the community level, and creates more opportunity for neighborhood arts participation

**Strategies**

- ◆ **Facilitate business and arts partnerships for public art** (*PEPCO Plaza public art and community gallery partnership, PandaMania Arts Project corporate partnerships*)
- ◆ **Advise and support business and arts partnerships for facilities** (*Town Hall Education Arts and Recreation Campus/THEARC, Cultural Development Arts Incubator Program, The Mather Building Condominiums artist live/work space development*)
- ◆ **Broker and support business and arts partnerships for festivals and special events** (*Jemal Development/Art-O-Matic support, City Paper/Hip-Hop Theatre Festival support*)

**GOAL V: Preserve and highlight the District's cultural diversity and heritage**

**Objective 1 -- Support and document the city's unique cultural heritage**

Washington DC has a wealth of folk, ethnic and traditional artists, and a unique cultural identity as both a city and a symbol. The DCCAH works to support the artists and craftsmen who call the District their home, and to make their cultural traditions accessible to the city's residents and visitors

**Strategies:**

**Fund and support the city's folk, ethnic, and traditional artists** (*City Arts Projects, Folk and Traditional Arts Mini Grants, Small Projects Program, Elders Learning Through the Arts*)

**Document the city's folk artists and cultural heritage** (*Folk and Traditional Arts Mini Grants, DCCAH Website*)

**Fund and support the ethnic and community traditions of the city** (*Latino Initiative Program, Folk and Traditional Arts Mini Grants, City Arts Projects, Elders Learning Through the Arts, Dance DC Festival*)

**GOAL V: Preserve and highlight the District's cultural diversity and heritage**  
*(continued)*

**Objective 2 -- Highlight and promote the diversity and history of the city's arts and culture**

In a city with scores of arts programs and with large Federal cultural institutions such as the Smithsonian, the DCCAH works to promote the unique local arts and culture to bring the complete cultural picture of the city to residents and visitors alike.

**Strategies:**

- ◆ **Promote folk, ethnic and traditional artists through special programming and performances** (*Dance DC Festival, the Mayor's Arts Awards ceremony, DC's participation in the Smithsonian Folklife Festival*)
- ◆ **Support public workshops and presentations of the city's traditional arts and cultures** (*City Arts Projects, Folk and Traditional Arts Mini Grants, neighborhood festival sponsorships*)
- ◆ **Highlight District artists and the District's visual identity through Public Art program** (*Washington Arts Bank/Images of Washington program, Community Public Art Initiative*)
- ◆ **Build public awareness of the city's cultural strengths** (*District Cablevision partnership, Media Consultant initiative, Agency website and newsletter*)

**Attachment B**  
**DC Law 1-22**  
**(Enabling Legislation)**

**COUNCIL OF THE DISTRICT OF COLUMBIA****NOTICE**

Pursuant to Section 412 of the District of Columbia Self-Government and Governmental Reorganization Act (PL 93-198) (the Act), the Council of the District of Columbia adopted Bill No. 1-25 on first and second readings May 13, 1975, and May 27, 1975, respectively. Following expiration of the ten-day period provided the Mayor, pursuant to Section 404(e) of the Act, in which no action was taken, this legislation was assigned Act No. 1-27, published in the July 28, 1975, edition of the D. C. Register, and transmitted to both Houses of Congress for a 30-day review, in accordance with Section 602(c)(1) of the Act.

The Council of the District of Columbia hereby gives notice that the 30-day Congressional review period has expired and, therefore, cites the following legislation as D. C. Law No. 1-22, effective  
October 21, 1978.

  
STERLING TUCKER  
Chairman of the Council

**D.C. LAW 1-22****In the Council of the District of Columbia****October 21, 1975**

To establish for the District of Columbia a D.C. Commission on the Arts and Humanities, and for other purposes.

Be it enacted by the Council of the District of Columbia, that this act may be cited as the "Commission on the Arts and Humanities Act."

**Authority to the Council Act**

Sec. 2. The enactment of this act by the Council is done pursuant to the authority vested in the Council under Sec. 404(b) of the District of Columbia Self-Government and Governmental Reorganization Act.

**Definitions**

Sec. 3. As used in this act -

(1) The term "Mayor" means the Mayor of the District of Columbia established under section 421 of the District of Columbia Self-Government and Governmental Reorganization Act.

(2) The term "Council" means the Council of the District of Columbia Self-Government and Governmental Reorganization Act.

(3) The term "Commission" means the Commission on the Arts and Humanities established by section 4 of this act.

(4) The term "arts" includes but is not limited to music (instrumental and vocal), dance, drama, folk art, creative

-2-

writing, architecture and allied fields, painting, sculpture, photography, graphic and crafts arts, industrial design, costume and fashion design, motion pictures, television, radio, tape and sound recording, and the arts related to the presentation, performance, execution, exhibition of those major art forms, and the study and application of the arts to the human environment.

(5) The term "humanities" includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archeology; comparative religion; ethics; the history criticism, theory, and practice of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to the relevance of the humanities to the current conditions of national life.

#### Establishment of the Commission

Sec. 4(a) In order to evaluate and initiate action on matters relating to the arts, to encourage programs and the development of programs which promote progress in the arts, there is established, in the Office of the Mayor, in the District of Columbia, a commission to be known as the Commission on the arts and Humanities. The Commission shall consist of eighteen members appointed by the Mayor, with the advice and consent of the Council. Each member appointed to the Commission shall be a

-3-

person who has displayed an interest or an ability in one of the various fields of the arts or humanities and/or has been active in the furtherance of the arts or humanities in the District of Columbia. Members shall be appointed to ensure that they are representative of all the various geographic areas and neighborhoods within the District of Columbia.

(b) Members of the Commission shall serve terms of three years; except, of the members first appointed, six members shall be appointed for one year, six members shall be appointed for two, and six shall be appointed for three years, as determined by the Mayor. Members of the Commission may be reappointed, but cannot serve more than two consecutive terms. Terms shall regularly begin July 1st and end June 30th of the respective calendar years, including the members first appointed.

(c) Should a vacancy occur, a successor shall be appointed by the Mayor within 30 days, with the advice and consent of the Council to serve until the end of the term of the member whom that successor succeeds. Failing to receive the nomination within the 30 days, the Council shall appoint a person to fill the vacancy. Members of the Commission on the Arts and Humanities established under Organization Order number 74-4 of January 7, 1974, issued by the Commissioner of the District of Columbia, shall continue to serve until the members of the Commission established under this act are appointed and qualify. The Mayor shall nominate members to the new Commission within thirty days of enactment of this act.

-4-

(d) The Mayor shall nominate the chairperson for the Commission.

(e) Members of the Commission shall serve without compensation, but shall be entitled to receive, in accordance with applicable District of Columbia regulations, reimbursement for expenses incurred while actually performing duties vested in the Commission.

#### Powers of the Commission

##### Sec. 5. The Commission shall -

(a) take action concerning the need of the residents of the District of Columbia for activities in the arts and humanities, and concerning the development and improvement of activities in the arts and humanities in the District of Columbia;

(b) prepare an annual plan of artistic projects and productions in the District of Columbia meeting the requirements of sections 5(c) and 5(g) of the National Foundation on the Arts and Humanities Act 1973, and act as the designated state agency for the District of Columbia, as referred to in Section 5(g)(2)(A) of the Foundation on the Arts and Humanities Act of 1965, as amended;

(c) make grants to individuals and groups of individuals for projects and productions in the arts and humanities;

(d) cooperate with governmental departments and

-5-

agencies, private organizations, and residents of the District of Columbia to develop and undertake programs which will encourage maximum participation in activities in the arts and humanities and promote greater appreciation and enjoyment of the arts and humanities;

(e) accept gifts, contributions and bequests of money and property to carry out the purposes of this act, which gifts shall be deposited in any depository in compliance with the laws of the District of Columbia.;

(f) be empowered to appoint advisory panels in the various fields of the arts and humanities, as the Commission may deem necessary, the members of which shall serve without compensation;

(g) adopt and modify bylaws and be empowered to adopt regulations as authorized by law.

#### Administration of the Commission

Sec. 6(a) There shall be an executive director for the Commission who shall be appointed by the Commission. The executive director shall be the chief administrative officer of the Commission and shall be responsible for supervising the remainder of the staff of the Commission. He shall report regularly to the Commission on his activities. The executive director shall receive annual compensation fixed in accordance with chapter 51 of Title 5, U.S. Code.

(b) The Commission shall meet monthly, except when a

-6-

meeting is cancelled by the chairperson and a majority of the Commission. Special meetings of the Commission may be called by the Mayor, Council, chairperson of the Commission, or upon the request of five members of the Commission.

(c) The Commission shall prepare and submit to the Mayor an annual budget to be included in the regular budget process of the District of Columbia developed in accordance with Subpart 1 of Part D of Title IV of the District of Columbia Self-Government and Governmental Reorganization Act.

(d) The Chairperson shall submit to the Mayor and the Council the annual reports of the Commission's activities, and its plans, recommendations and projections for the following year. These reports shall accompany the budget request in subsection 6(c).

#### Miscellaneous

Sec. 7(a) The Mayor shall instruct the Office of Management and Budget Systems to coordinate with the Commission the establishment of a bookkeeping and accounting system to allow for swift transference of grants monies from the District of Columbia to a recipient, and shall instruct that Office, in concert with the Commission, to establish a voucher system which would also allow for the swift transference of funds from the District of Columbia to grant recipients.

(b) Nominees for the Commission shall be residents of the District of Columbia.

-7-

(c) The Commission shall establish procedures in its bylaws to handle conflicts of interest in the awarding of grants, when any commissioner has either a structural or fiduciary relationship with a grantee.

#### Repealers

Sec. 8. The Order of the Commission of the District of Columbia, numbered 74-4, issued January 7, 1974, is hereby repealed and the Commission on the Arts and Humanities established by that order is abolished. All property, records, and unexpended balances of appropriations and other money available to that Commission on the Arts and Humanities is transferred to the Commission established by this act.

---

02/20/99 14:25

202 727 6487

DC NOTARY

001

## COUNCIL OF THE DISTRICT OF COLUMBIA

### NOTICE

#### D.C. LAW 12-42

"Arts and Humanities Enterprise Fund  
Establishment Amendment Act of 1997".

Pursuant to Section 412 of the District of Columbia Self-Government and Governmental Reorganization Act, P.L. 93-198 "the Act", the Council of the District of Columbia adopted Bill No. 12-13, on first and second readings, June 3, 1997, and June 17, 1997, respectively. Following the signature of the Mayor on July 3, 1997, pursuant to Section 404(e) of "the Act", and was assigned Act No. 12-106, and published in the October 3, 1997, edition of the D.C. Register (Vol. 44 page 5577) and transmitted to Congress on September 26, 1997 for a 30-day review, in accordance with Section 602(c)(1) of the Act.

The Council of the District of Columbia hereby gives notice that the 30-day Congressional Review Period has expired, and therefore, cites this enactment as D.C. Law 12-42 effective January 29, 1998.



LINDA W. CROPP  
Chairman of the Council

Dates Counted During the 30-day Congressional Review Period:

Sept.	26,29,30
Oct.	1,2,3,6,7,8,9,20,21,22,23,24,27,28,29,30,31
Nov.	3,4,5,6,7,10,12,13
Jan.	27,28

EXHIBIT 1

02/16/99

14:28

202 727 8457

DC NOTARY

002

**ENROLLED ORIGINAL**

**AN ACT**

**D.C. ACT 12-106**

*Codification  
District of  
Columbia  
Code  
1975 Supp.*

**IN THE COUNCIL OF THE DISTRICT OF COLUMBIA**

**JULY 3, 1997**

To amend the Commission on the Arts and Humanities Act to establish an Arts and Humanities Enterprise Fund where monies raised by the D.C. Commission on the Arts and Humanities will be retained and expended for the administration, improvement, and maintenance of property and programs managed by the Commission.

**BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA** That this act may be cited as the "Arts and Humanities Enterprise Fund Establishment Amendment Act of 1997".

**Sec. 2.** The Commission on the Arts and Humanities Act, effective October 21, 1975 (D.C. Law 1-22; D.C. Code § 31-2001 *et seq.*), is amended as follows:

(a) Section 3 (D.C. Code § 31-2(X)2) is amended by adding a new paragraph (7) to read as follows:

*Section  
31-2002*

"(7) The term "Fund" means the Arts and Humanities Enterprise Fund established by section 6a."

(b) Section 5(e) (D.C. Code § 31-2004(5)) is amended to read as follows:

*Section  
31-2004*

"(e)(1) Accept donations, gifts by devise or bequest, grants, and any other type of asset from individuals, clubs, groups, corporations, partnerships, and other governmental entities;

"(2) Manage any property or funds in accordance with the provisions or conditions of any donations, gifts, grants, or other transfers including the investment of the principal of such property and funds; and

"(3) Deposit all funds raised pursuant to this subsection in the Fund."

(c) A new section 6a is added to read as follows:

"Sec. 6a. Arts and Humanities Enterprise Fund; establishment; accounting; investment.

*New Section  
31-2002.1*

"(a) There is established the Arts and Humanities Enterprise Fund ("Fund") to be operated by the Commission.

"(b) The monies in the Fund shall not be a part of, nor lapse into, the General Fund of the District or any other fund of the District.

"(c) By October 1st of each year, the Commission shall publish in the District of

02/26/98 14:25

B202 727 8457

DC NOTARY

001

## COUNCIL OF THE DISTRICT OF COLUMBIA

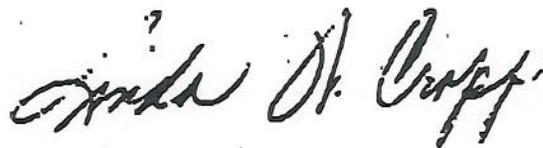
### NOTICE

#### D.C. LAW 12-42

"Arts and Humanities Enterprise Fund  
Establishment Amendment Act of 1997".

Pursuant to Section 412 of the District of Columbia Self-Government and Governmental Reorganization Act, P.L. 93-198 "the Act", the Council of the District of Columbia adopted Bill No. 12-13, on first and second readings, June 3, 1997, and June 17, 1997, respectively. Following the signature of the Mayor on July 3, 1997, pursuant to Section 404(e) of "the Act", and was assigned Act No. 12-106, and published in the October 3, 1997, edition of the D.C. Register (Vol. 44 page 5577) and transmitted to Congress on September 26, 1997 for a 30-day review, in accordance with Section 602(c)(1) of the Act.

The Council of the District of Columbia hereby gives notice that the 30-day Congressional Review Period has expired, and therefore, cites this enactment as D.C. Law 12-42 effective January 29, 1998.



LINDA W. CROPP  
Chairman of the Council

Dates Counted During the 30-day Congressional Review Period:

Sept.	26,29,30
Oct.	1,2,3,6,7,8,9,20,21,22,23,24,27,28,29,30,31
Nov.	3,4,5,6,7,10,12,13
Jan.	27,28

EXHIBIT 1

**ENROLLED ORIGINAL**

AN ACT

D.C. ACT 12-106

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

JULY 3, 1997

*Codification  
District of  
Columbia  
Code  
1998 Supp.*

To amend the Commission on the Arts and Humanities Act to establish an Arts and Humanities Enterprise Fund where monies raised by the D.C. Commission on the Arts and Humanities will be retained and expended for the administration, improvement, and maintenance of property and programs managed by the Commission.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA That this act may be cited as the "Arts and Humanities Enterprise Fund Establishment Amendment Act of 1997".

Sec. 2. The Commission on the Arts and Humanities Act, effective October 21, 1975 (D.C. Law 1-22; D.C. Code § 31-2001 *et seq.*), is amended as follows:

(a) Section 3 (D.C. Code § 31-2(X)2) is amended by adding a new paragraph (7) to read as follows:

*Section  
31-2002*

"(7) The term "Fund" means the Arts and Humanities Enterprise Fund established by section 6a."

(b) Section 5(e) (D.C. Code § 31-2004(5)) is amended to read as follows:

*Section  
31-2004*

"(c)(1) Accept donations, gifts by devise or bequest, grants, and any other type of asset from individuals, clubs, groups, corporations, partnerships, and other governmental entities;

"(2) Manage any property or funds in accordance with the provisions or conditions of any donations, gifts, grants, or other transfers including the investment of the principal of such property and funds; and

"(3) Deposit all funds raised pursuant to this subsection in the Fund."

(c) A new section 6a is added to read as follows:

"Sec. 6a. Arts and Humanities Enterprise Fund; establishment; accounting; investment.

*New Section  
31-2005.1*

"(a) There is established the Arts and Humanities Enterprise Fund ("Fund") to be operated by the Commission.

"(b) The monies in the Fund shall not be a part of, nor lapse into, the General Fund of the District or any other fund of the District.

"(c) By October 1st of each year, the Commission shall publish in the District of

02/26/99 14:20 202 727 6457

DC NOTARY

003

## ENROLLED ORIGINAL

Columbia Register and in a report submitted to the Council, a specific accounting of how monies in the Fund were expended and any remaining balance. The accounting shall include following:

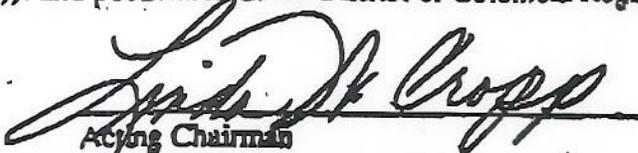
- "(1) The name of any donors or anonymous contributions;
- "(2) The amounts of each contribution;
- "(3) A description of any donated property; and
- "(4) Identification of the programs or recreation centers where the funds have

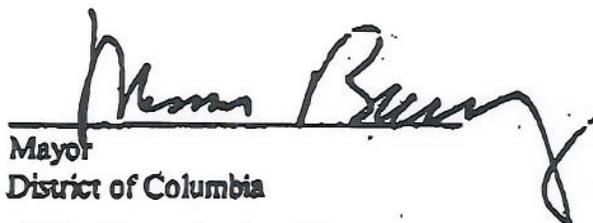
been expended.

"(d) Proceeds in the Fund may be expended for the administration, improvement, and maintenance of property and programs managed by the Commission.

"(e) Proceeds in the Fund may be invested in a prudent and reasonable manner consistent with applicable District government policies and procedures."

Sec. 3. This act shall take effect following approval by the Mayor (or in the event of veto by the Mayor, action by the Council to override the veto), approval by the Financial Responsibility and Management Assistance Authority as provided in section 203(a) of the District of Columbia Financial Responsibility and Management Assistance Act of 1995, approved April 17, 1995 (109 Stat. 116; D.C. Code § 47-392.3(a)), a 30-day period of Congressional review as provided in section 602(c)(1) of the District of Columbia Self-Government and Governmental Reorganization Act, approved December 24, 1973 (87 Stat. 813; D.C. Code § 1-233(c)(1)), and publication in the District of Columbia Register.

  
 Acting Chairman  
 Council of the District of Columbia

  
 Mayor  
 District of Columbia

APPROVED: July 3, 1997

02/26/99 14:26

202 727 8457

DC NOTARY

004



COUNCIL FISCAL TWELVE

RECORD OF OFFICIAL COUNCIL VOTE

Roll No. B12-13

ITEM ON CONSENT CALENDAR

ACTION & DATE

ADOPTED FIRST READING, 06-03-97

VOICE VOTE  
RECORDED VOTE ON REQUEST

APPROVED

ABSENT

SCHWARTZ

ROLL CALL VOTE - Roll

Councilmember	Aye	Nay	NV	AB	Councilmember	Aye	Nay	NV	AB	Councilmember	Aye	Nay	NV	AB
Cham. Cropp					Evans					Smith, Jr.				
Allen					Jarvis					Thomas, Sr.				
Ambrose					Mason									
Brazil					Patterson									
Chavon					Schwartz									

X - Indicates Vote      AB - Absent      NV - Present and Voting

CERTIFICATION RECORD

Regina Lind  
Secretary to the Council

June 20, 1997  
Date

ITEM ON CONSENT CALENDAR

ACTION & DATE

ADOPTED FINAL READING, 06-17-97

VOICE VOTE  
RECORDED VOTE ON REQUEST

APPROVED

ABSENT

ALL PRESENT

ROLL CALL VOTE - Roll

Councilmember	Aye	Nay	NV	AB	Councilmember	Aye	Nay	NV	AB	Councilmember	Aye	Nay	NV	AB
Cham. Cropp					Evans					Smith, Jr.				
Allen					Jarvis					Thomas, Sr.				
Ambrose					Mason									
Brazil					Patterson									
Chavon					Schwartz									

X - Indicates Vote      AB - Absent      NV - Present and Voting

CERTIFICATION RECORD

Regina Lind  
Secretary to the Council

June 20, 1997  
Date

ITEM ON CONSENT CALENDAR

ACTION & DATE

VOICE VOTE  
RECORDED VOTE ON REQUEST

ABSENT

ROLL CALL VOTE - Roll

Councilmember	Aye	Nay	NV	AB	Councilmember	Aye	Nay	NV	AB	Councilmember	Aye	Nay	NV	AB
Cham. Cropp					Evans					Smith, Jr.				
Allen					Jarvis					Thomas, Sr.				
Ambrose					Mason									
Brazil					Patterson									
Chavon					Schwartz									

X - Indicates Vote      AB - Absent      NV - Present and Voting

CERTIFICATION RECORD

Secretary to the Council

Date

09/25/97 THU 09:36 FAX

002

**District of Columbia Financial Responsibility  
and Management Assistance Authority,  
Washington, D.C.**

September 24, 1997

Ms. Phyllis Jones  
Secretary to the Council  
Council of the District of Columbia  
One Judiciary Square, Seventh Floor  
Washington, D.C. 20001

Re: D.C. ACT 12-106, "Arts and Humanities Enterprise Fund  
Establishment Amendment Act of 1997"

Dear Ms. Jones:

This is to advise you that the Authority, having reviewed the above-captioned Act,  
does not disapprove the Act or have any recommendations for modifications to it.

Sincerely yours,

  
Mark L. Goldstein

---

One Thomas Circle, NW □ Suite 900 □ Washington, DC 20005  
Phone (202) 504-3400 □ Fax (202) 504-3431

District of Columbia Register

JUL 1 1 1986

COUNCIL OF THE DISTRICT OF COLUMBIA

NOTICE

D.C. LAW 6-125

"Support for Art in Public Places Amendments Act of 1986".

Pursuant to Section 412 of the District of Columbia Self-Government and Governmental Reorganization Act, P. L. 93-198, "the Act", the Council of the District of Columbia adopted Bill No. 6-143 on first and second readings, March 25, 1986, and April 15, 1986, respectively. Following the signature of the Mayor on May 2, 1986, this legislation was assigned Act No. 6-161, published in the May 16, 1986, edition of the D.C. Register, (Vol. 33 page 2945) and transmitted to Congress on May 6, 1986 for a 30-day review, in accordance with Section 602 (c)(1) of the Act.

The Council of the District of Columbia hereby gives notice that the 30-day Congressional Review Period has expired, and therefore, cites this enactment as D.C. Law 6-125, effective June 25, 1986.

*David A. Clarke*  
DAVID A. CLARKE  
Chairman of the Council

Dates Counted During the 30-day Congressional Review Period:

- May 6,7,8,9,12,13,14,15,16,19,20,21,22
- June 2,3,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24

District of Columbia Register

MAY 16 1986

AN ACT  
6-161

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To amend the Commission on the Arts and Humanities Act in order to promote art in public places by requiring the inclusion of a public arts fund capital project in each annual capital budget request, requiring the Commission to develop an annual public arts plan, and giving the Commission, in consultation with the Department of Public Works, the authority necessary to carry out the public arts plan.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this act may be cited as the "Support for Art in Public Places Amendments Act of 1986".

Sec. 2. The Commission on the Arts and Humanities Act, effective October 21, 1975 (D.C. Law 1-22; D.C. Code, sec. 31-2001 et seq.), is amended as follows:

(a) Section 3 (D.C. Code, sec. 31-2002) is amended by adding a new paragraph (6) to read as follows:

D.C. Code,  
sec. 31-2002  
(1987 supp.)

"(6) The term 'public art' means sculptures, murals, mosaics, bas-reliefs, frescoes, tapestries, monuments, fountains, environmental designs, and other visual art forms that are intended to enhance the aesthetic quality of a public building, park, street, or sidewalk or

## District of Columbia Register

MAY 16 1986

other public place with which they are physically or spatially connected. The term 'public art' shall not include landscape design or the incidental ornamentation of functional structural elements or accessories unless designed by a visual artist as part of an artwork design authorized by the Commission."

(b) Section 5(d) (D.C. Code, sec. 31-2004(4)) is amended by adding:

D.C. Code, sec.  
31-2004  
(1987 supp.)

(1) The phrase "and be empowered to contract" after the word "Cooperate"; and

(2) The phrase "consultants," after the phrase "private organizations,".

(c) Section 5(g) (D.C. Code, sec. 31-2004(7)) is amended by striking the period at the end and inserting ", and" in its place.

D.C. Code, sec.  
31-2004  
(1987 supp.)

(d) A new section 5(h) is added to read as follows:

"(h)(1) Develop and annually update, after holding a public hearing, a public arts plan that establishes priorities for the selection and location of public art for the upcoming fiscal year; and

D.C. Code, sec.  
31-2004  
(1987 supp.)

"(2) Prepare an annual report at the end of each fiscal year on the implementation of that year's public arts plan."

(e) Section 6(c) (D.C. Code, sec. 31-2005(c)) is amended by adding the following at the end:

D.C. Code, sec.  
31-2005  
(1987 supp.)

District of Columbia Register

MAY 16 1986

"In addition, each annual capital budget request submitted by the Mayor to the Council shall include as a discrete capital project a public arts fund in the amount of 1% of the total authority requested for the construction, renovation, and repair of public facilities and institutions, exclusive of land acquisition and infrastructure. Public arts fund financing shall be used by the Commission to fund the creation, installation, and maintenance of public art. The commissioning of artists and the selection, approval, placement, and maintenance of public art shall be the responsibility of the Commission in consultation with both the Department of Public Works and, if applicable, the public official or employee with chief administrative responsibility for the actual use of the public place affected."

(f) Section 6(d) (D.C. Code, sec. 31-2005(d)) is amended to read as follows:

D.C. Code, sec.  
31-2005  
(1987 supp.)

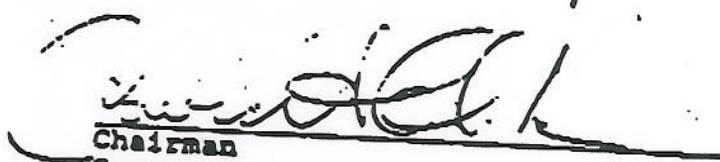
"(d) ~~The Chairperson~~ shall submit to the Mayor and the Council the annual reports of the Commission's activities, the public arts plan required by section 5(h), and any other plans, recommendations, and projections for the following year. These reports, plans, recommendations, and projections shall accompany the budget request referred to in subsection (c) of this section."

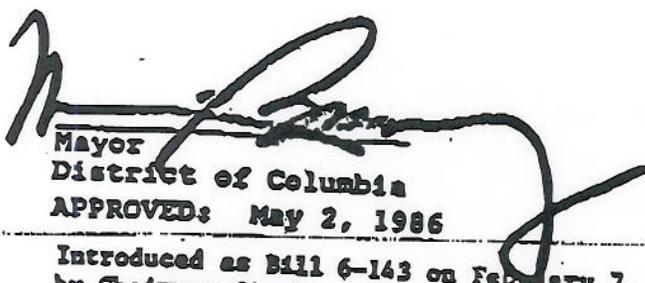
Sec. 3. This act shall take effect after a 30-day

District of Columbia Register

MAY 16 1986

period of Congressional review following approval by the Mayor (or in the event of veto by the Mayor, action by the Council of the District of Columbia to override the veto) as provided by section 602(c)(1) of the District of Columbia Self-Government and Governmental Reorganization Act, approved December 24, 1973 (87 Stat. 813; D.C. Code, sec. 1-233(c)(1)).

  
Chairman  
Council of the District of Columbia

  
Mayor  
District of Columbia  
APPROVED: May 2, 1986

Introduced as Bill 6-143 on February 7, 1986  
by Chairman Clarke .

FIRST READING: 3-25-86; Adopted by unanimous  
voice vote; all present.

FINAL READING: 4-15-86; Adopted by unanimous  
voice vote; all present.

Transmitted to the Mayor: April 22, 1986

2948

# Attachment C

## Board By-Laws

**BYLAWS  
OF THE  
D.C. COMMISSION ON THE ARTS AND HUMANITIES**

**ARTICLE I**

**Name And Office**

**Section 1. Name.** This Commission shall be known as the Commission on the Arts and Humanities established in the Office of the Mayor, in the District of Columbia pursuant to D.C. Law 22, Section 4(a).

**Section 2. Office.** The principal office of the Commission shall be located at 410 Eighth St., N.W., Suite 500 Washington, D.C. 20004.

**ARTICLE II**

**Purpose**

**SECTION 1.** The Commission was established exclusively to evaluate and initiate action on matters relating to the arts, to encourage programs and the development of programs which promote progress in the arts. Through its eighteen members and with assistance from advisory panels that represent the diversity of artistic disciplines the Commission shall:

- serve the people of the District of Columbia;
- encourage excellence in the arts;
- further develop the cultural resources of the District of Columbia;
- expand the availability of arts activities throughout the city with particular attention to the underserved;
- increase the involvement of ethnic minorities in the planning and execution of arts activities; and
- initiate creative programs and policies that address needs of the residents of the District of Columbia.

The Commission shall service not only the local arts community but the spectrum of culturally and economically diverse people of the District of Columbia.

COUNCIL OF THE DISTRICT OF COLUMBIA

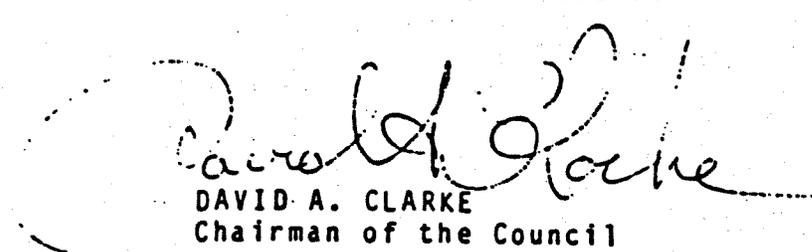
NOTICE

D.C. LAW 6-125

"Support for Art in Public Places Amendments Act of 1986".

Pursuant to Section 412 of the District of Columbia Self-Government and Governmental Reorganization Act, P. L. 93-198, "the Act", the Council of the District of Columbia adopted Bill No. 6-143 on first and second readings, March 25, 1986, and April 15, 1986, respectively. Following the signature of the Mayor on May 2, 1986, this legislation was assigned Act No. 6-161, published in the May 16, 1986, edition of the D.C. Register, (Vol. 33 page 2945) and transmitted to Congress on May 6, 1986 for a 30-day review, in accordance with Section 602 (c)(1) of the Act.

The Council of the District of Columbia hereby gives notice that the 30-day Congressional Review Period has expired, and therefore, cites this enactment as D.C. Law 6-125, effective June 25, 1986.



DAVID A. CLARKE  
Chairman of the Council

Dates Counted During the 30-day Congressional Review Period:

May 6,7,8,9,12,13,14,15,16,19,20,21,22  
June 2,3,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24

AN ACT  
6-161

---

---

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

---

---

To amend the Commission on the Arts and Humanities Act in order to promote art in public places by requiring the inclusion of a public arts fund capital project in each annual capital budget request, requiring the Commission to develop an annual public arts plan, and giving the Commission, in consultation with the Department of Public Works, the authority necessary to carry out the public arts plan.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the "Support for Art in Public Places Amendments Act of 1986".

Sec. 2. The Commission on the Arts and Humanities Act, effective October 21, 1975 (D.C. Law 1-22; D.C. Code, sec. 31-2001 et seq.), is amended as follows:

(a) Section 3 (D.C. Code, sec. 31-2002) is amended by adding a new paragraph (6) to read as follows: D.C. Code,  
sec. 31-2002  
(1987 supp.)

"(6) The term 'public art' means sculptures, murals, mosaics, bas-reliefs, frescoes, tapestries, monuments, fountains, environmental designs, and other visual art forms that are intended to enhance the aesthetic quality of a public building, park, street, or sidewalk or

other public place with which they are physically or spatially connected. The term 'public art' shall not include landscape design or the incidental ornamentation of functional structural elements or accessories unless designed by a visual artist as part of an artwork design authorized by the Commission."

(b) Section 5(d) (D.C. Code, sec. 31-2004(4)) is amended by adding:

D.C. Code, sec.  
31-2004  
(1987 supp.)

(1) The phrase "and be empowered to contract" after the word "Cooperate"; and

(2) The phrase "consultants," after the phrase "private organizations,".

(c) Section 5(g) (D.C. Code, sec. 31-2004(7)) is amended by striking the period at the end and inserting "; and" in its place.

D.C. Code, sec.  
31-2004  
(1987 supp.)

(d) A new section 5(h) is added to read as follows:

D.C. Code, sec.  
31-2004  
(1987 supp.)

"(h)(1) Develop and annually update, after holding a public hearing, a public arts plan that establishes priorities for the selection and location of public art for the upcoming fiscal year; and"

"(2) Prepare an annual report at the end of each fiscal year on the implementation of that year's public arts plan."

(e) Section 6(c) (D.C. Code, sec. 31-2005(c)) is amended by adding the following at the end:

D.C. Code, sec.  
31-2005  
(1987 supp.)

"In addition, each annual capital budget request submitted by the Mayor to the Council shall include as a discrete capital project a public arts fund in the amount of 1% of the total authority requested for the construction, renovation, and repair of public facilities and institutions, exclusive of land acquisition and infrastructure. Public arts fund financing shall be used by the Commission to fund the creation, installation, and maintenance of public art. The commissioning of artists and the selection, approval, placement, and maintenance of public art shall be the responsibility of the Commission in consultation with both the Department of Public Works and, if applicable, the public official or employee with chief administrative responsibility for the actual use of the public place affected."

(f) Section 6(d) (D.C. Code, sec. 31-2005(d)) is amended to read as follows:

D.C. Code, sec.  
31-2005  
(1987 supp.)

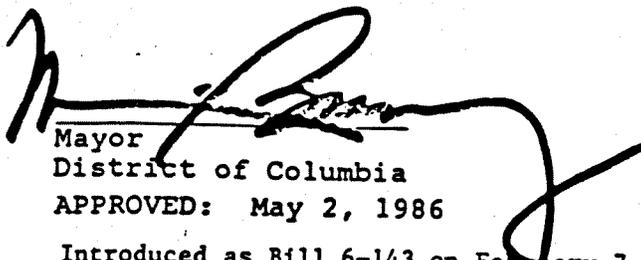
"(d) The Chairperson shall submit to the Mayor and the Council the annual reports of the Commission's activities, the public arts plan required by section 5(h), and any other plans, recommendations, and projections for the following year. These reports, plans, recommendations, and projections shall accompany the budget request referred to in subsection (c) of this section."

Sec. 3. This act shall take effect after a 30-day

MAY 16 1986

period of Congressional review following approval by the Mayor (or in the event of veto by the Mayor, action by the Council of the District of Columbia to override the veto) as provided by section 602(c)(1) of the District of Columbia Self-Government and Governmental Reorganization Act, approved December 24, 1973 (87 Stat. 813; D.C. Code, sec. 1-233(c)(1)).

  
Chairman  
Council of the District of Columbia

  
Mayor  
District of Columbia  
APPROVED: May 2, 1986

Introduced as Bill 6-143 on February 7, 1986  
by Chairman Clarke .

FIRST READING: 3-25-86; Adopted by unanimous  
voice vote; all present.

FINAL READING: 4-15-86; Adopted by unanimous  
voice vote; all present.

Transmitted to the Mayor: April 22, 1986

# Attachment C

## Board By-Laws

**BYLAWS**  
**OF THE**  
**D.C. COMMISSION ON THE ARTS AND HUMANITIES**

**ARTICLE I**

**Name And Office**

**Section 1. Name.** This Commission shall be known as the Commission on the Arts and Humanities established in the Office of the Mayor, in the District of Columbia pursuant to D.C. Law 22, Section 4(a).

**Section 2. Office.** The principal office of the Commission shall be located at 410 Eighth St., N.W., Suite 500 Washington, D.C. 20004.

**ARTICLE II**

**Purpose**

**SECTION 1.** The Commission was established exclusively to evaluate and initiate action on matters relating to the arts, to encourage programs and the development of programs which promote progress in the arts. Through its eighteen members and with assistance from advisory panels that represent the diversity of artistic disciplines the Commission shall:

- serve the people of the District of Columbia;
- encourage excellence in the arts;
- further develop the cultural resources of the District of Columbia;
- expand the availability of arts activities throughout the city with particular attention to the underserved;
- increase the involvement of ethnic minorities in the planning and execution of arts activities; and
- initiate creative programs and policies that address needs of the residents of the District of Columbia;

The Commission shall service not only the local arts community but the spectrum of culturally and economically diverse people of the District of Columbia.

-2-

ARTICLE IIIScope

Section 1. The Commission shall have the power to act upon any and all matters determined by it as affecting the artistic, cultural or humanistic welfare of the residents of the District of Columbia within the scope of powers granted by D.C. Law 1-22.

ARTICLE IVCommission Membership

Section 1. Composition of the Commission. The Commission shall consist of eighteen (18) members appointed by the Mayor, with the advice and consent of the Council. Each member appointed to the Commission shall be a person who has displayed an interest or an ability in one of the various fields of the arts or humanities and/or has been active in the furtherance of the arts or humanities in the District of Columbia. Members shall be appointed to ensure that they are representative of all the various geographic areas and neighborhoods within the District of Columbia.

Section 2. Residency Requirements. Members of the Commission shall be residents of the District of Columbia.

Section 3. Term of Appointed Commissioners. The terms of Commission members shall be as follows: six (6) members shall be appointed for one (1) year, six (6) members shall be appointed for two (2) years, and six (6) shall be appointed for three (3) years. Members of the Commission may be reappointed but cannot serve more than two consecutive terms. Terms shall regularly begin on July 1st and end on June 30th of the respective calendar years.

Section 4. Compensation. Members of the Commission shall serve without compensation but shall be entitled to receive, in accordance with applicable District of Columbia regulations, reimbursement for expenses incurred while actually performing duties vested in the Commission.

Section 5. Removal of Commissioners. Any officer or Commission member for any cause deemed prejudicial to the Commission, to the District Government or to District of Columbia residents may be removed from office and/or membership by the Mayor upon recommendation from the Executive Committee and ratification by a two-thirds (2/3) vote of those members present and voting. Recommendations of the Commission regarding removal

-3-

of a Commissioner shall originate in the Executive Committee after affording the member written notice of the reasons for the recommendations, and shall be effective upon a two-thirds (2/3) vote of the Commission. Voting privileges shall be suspended until such time that the removal recommendations are resolved.

Section 6. Inactive Members. When three (3) regular and consecutive meetings of the current year are missed for other than valid reasons, a member shall be deemed inactive by vote of the Commission. The Commission shall judge what is valid. Inactive members shall not be entitled to represent the Commission or to vote or to receive notices from the Commission until voted active at a regular meeting of the Commission.

Section 7. Vacancies. Should a vacancy occur, a successor shall be appointed by the Mayor within thirty (30) days, with the advice and consent of the Council to serve until the end of the term of the member whom that successor succeeds. Failing to receive the nomination within thirty (30) days, the Council shall appoint a person to fill the vacancy pursuant to D.C. Law 1-22, Sec. 4(c).

Section 8. Duties of Commissioners. Commissioners shall be responsible, among other duties, for:

- (1) attending all regular and special meetings, except those from which their absence is excused prior to the holding of such meeting by the Chairperson;
- (2) appointing the Executive Director;
- (3) setting policy and overseeing the implementation of policy by the Executive Director and staff;
- (4) approving all policy statements issued on behalf of the Commission;
- (5) approving the annual budget and overseeing the Commission's long-range financial plan;
- (6) serving on Commission committees and chairing panels and/or committees of non-commissioners;
- (7) serving as convenors of panels; and
- (8) devising and putting into operation such other measures as they deem proper and

page 8

-4-

expedient to promote the mission and goals of the Commission.

#### ARTICLE IV

##### Commission Membership

Section 1. Notice. The Commission shall hold monthly meetings. All meetings shall be open except those which shall deal with personnel matters.

Section 2. Place of Meetings. Meetings shall be held in the office of the Commission, 410, Eighth Street, N.W., Washington, D.C. or such other places) as may be agreed upon by the Commission.

Section 3. Quorum. One-half (1/2) of the active Commission membership shall constitute a quorum.

Section 4. Frequency of Meetings. The Commission shall meet monthly, except when a meeting is cancelled by the Chairperson and a majority of the Commission.

Section 5. Annual Meeting. The regular meeting in June shall be the Annual Meeting of the Commission.

Section 6. Special or Called Meetings. Special meetings may be called by the Mayor, Council, Chairperson of the Commission, or upon the written request of five (5) members of the Commission.

Section 7. Notices for Special Meetings. All calls for special meetings must be made by written communication to all members of the Commission, and no business shall be considered at such meetings except as has been expressly mentioned in the notice for the special meetings.

#### ARTICLE V

##### Officers

Section 1. Officers of the Commission. The officers of the Commission shall be: a Chairperson, a First Vice Chairperson, a Second Vice Chairperson, a Treasurer and a Secretary. Other officers deemed necessary by the Commission may be established. The Mayor shall appoint the Chairperson of the Commission.

Section 2. Duties of Chairperson. The Chairperson shall preside at all meetings of the Commission, provide administrative direction to the Executive Director; appoint committees and

-5-

panels, and see that all policies, directives and regulations of the Commission are executed.

Section 3. Duties of the First Vice Chairperson. In the absence, inability or refusal of the Chairperson to act, the First Vice Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson.

Section 4. Duties of the Second Vice Chairperson. In the absence, inability or refusal of the First Vice Chairperson to act, the Second Vice Chairperson shall perform the duties of the First Vice Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the First Vice Chairperson.

Section 5. Duties of the Secretary. The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Commission. The Secretary shall be supported by Commission staff to accomplish the work of this office.

Section 6. Duties of the Treasurer. The Treasurer shall examine and present the budget prepared by the Executive Director at the Annual Meeting of the Commission or at such time dictated by the District of Columbia Government's budget cycle.

Section 7. Removal of Officers. Elected officers may be removed for causes deemed prejudicial to the Commission upon recommendation from the Executive Committee and by two-thirds (2/3) vote of those members present and voting.

## ARTICLE VI

### Elections

Section 1. The election and installation of officers shall be at the Annual Meeting in June of each year.

Section 2. Officers shall be elected by written ballot by a plurality vote at the Annual Meeting of the Commission.

Section 3. Elected officers shall assume office at the close of the Annual Meeting in June and shall serve for a term of one year or until their successors shall have been elected, or appointed and/or installed.

Section 4. Any elected officer shall be eligible for re-election to succeed himself but shall not be eligible to hold office for more than two terms successively.

-6-

Section 5. Vacancy in the Office of the Chairperson. If a vacancy shall occur in the office of the Chairperson, the First Vice Chairperson shall immediately assume the duties of the Chairperson and the Second Vice Chairperson shall assume the duties of the First Vice Chairperson until such time as a Chairperson is appointed by the Mayor. Any vacancy created by the succession shall be filled by election of the Commission.

Section 6. Other Vacancies. If vacancies shall occur in other elected offices, the Commission shall elect the officers to fill the unexpired terms.

## ARTICLE VII

### Executive Committee

Section 1. There shall be an Executive Committee composed of the officers of the Commission and two (2) Commission members elected by the Commission.

Section 2. The Chairperson of the Commission shall be the Chairperson of the Executive Committee.

Section 3. The Executive Committee shall hold regular meetings, the schedule for which shall be determined at the Annual Meeting by the Commission.

Section 4. The Executive Committee shall have the authority to act for the Commission under these Bylaws. Actions of the Executive Committee shall be reported to the Commission at the next regular meeting of the Commission.

Section 5. Any action taken by the Executive Committee may be modified or rescinded by the Commission upon a two-thirds (2/3) vote of the members present and voting, or approved by the Commission upon a majority vote of the members present and voting.

## ARTICLE VIII

### Panels

Section 1. The Commission shall have the authority to appoint advisory panels in the various fields of the arts and humanities, such as crafts, dance, music, media, multi-disciplinary/interdisciplinary, theater, visual arts, and other categories as the Commission may deem necessary during the program year. Members of panels shall serve without compensation.

-7-

Section 2. The Chairperson shall appoint each Commissioner to serve as the Panel Convener of a discipline and/or represent the Commission in other such capacities as may be needed and determined by the Chairperson. Panel members shall serve without compensation. Panel members shall not be required to be District residents.

## ARTICLE IX

### Standing Committees

Section 1. The standing committees of the Commission shall be: Advisory Panel Selection, Nominating, Personnel, and Grants-in-Aid.

Section 2. The Commission shall establish other standing committees as are deemed necessary. The Chair shall appoint one (1) member of the Commission to chair each committee. At the discretion of the Chairperson, members may be rotated and reassigned as necessary.

Section 3. The standing committees shall be categorized by the Commission as internal or ad hoc. Internal standing committees shall be composed only of Commission members. Ad hoc standing committees may be composed of noncommission members and with at least one Commissioner who shall serve as Chairperson or Co-chairperson of the respective committee.

Section 4. The appointed Chairpersons of ad hoc committees shall present to the Commission in writing recommendations for membership to their respective committees which shall each be approved by two-thirds (2/3) vote of the members present and voting at a regular meeting. Members of general standing committees may serve for a period of two (2) years.

## ARTICLE XI

### Administration of the Commission

Section 1. There shall be an Executive Director for the Commission who shall be appointed by the Commission upon recommendation of the Personnel Committee. The Executive Director (hereinafter called the Director) shall be the chief administrative officer of the Commission and shall be responsible for supervising the remainder of Commission staff. The

-8-

Chairperson of the Commission shall provide guidance and administrative direction to the Director for all matters relating to the Commission. The Director shall be an ex-officio member of the Commission Board without voting privileges. The Director shall be evaluated annually by the Commission Personnel Committee.

Section 2. The Commission shall prepare and submit to the Mayor an annual budget to be included in the regular budget process of the District of Columbia.

Section 3. The Chairperson shall submit to the Mayor the annual reports of the Commission's activities and its plan recommendations and projections for the following year. These reports shall accompany the budget request identified in Article VIII, Section 2, above.

## ARTICLE XII

### Rules of Order

"Robert's Rules of Order" shall govern in all proceedings of the Commission in the absence of any other rules to the contrary which have been adopted by the Commission.

## Article XIII

### Order of Business

1. Call to Order
2. Adoption of the Minutes
3. Chairperson's Report
4. Executive Director's Report
5. Committees' Reports
6. Panel Recommendations
7. Unfinished Business
8. New Business and Announcements
9. Adjournment

## ARTICLE XIV

### Conflict of Interest

Section 1. To ensure that all sources of potential conflict of interest are identified and kept current, Commissioners shall complete a Conflict of Interest Form twice a year. Completed forms shall be returned before voting on funding decisions.

-9-

Section 2. As mayoral appointees, Commissioners shall be subject to the same Conflict of Interest regulations that govern all District of Columbia employees. Thus, Commissioners must avoid all actions that can result in or create the appearance of the following:

1. using public office for private gain,
2. giving preferential treatment to any person or organization,
3. impeding government efficiency or economy,
4. losing complete independence or impartiality,
5. making a government decision outside official channels, and/or
6. affecting adversely the confidence of the public in the integrity of government.

Section 3. All actions taken by the Commission shall be governed by absolute impartiality and the desire to benefit the residents of the District of Columbia and to keep their confidence in all Commission actions. Commissioners and panelists shall be excused from the Commission's funding discussions, deliberations and voting for any program category who have a voluntary service or who receive financial remuneration or who have personal affiliations with an applicant. Commissioners with spouses who are affiliated with applicants shall also be excused from the Commission's discussions, deliberations and voting for any program category.

Section 4. Pursuant to District Government Conflict of Interest regulations and Commission policy, Commissioners shall not be eligible to apply for Commission grants, nor shall they be eligible for contracts and/or employment with the Commission.

## ARTICLE XV

### Amendments

These Bylaws may be amended by a two-thirds (2/3) vote at any regular meeting, provided that the proposal shall have been submitted in writing to the Commission at a previous regular meeting and that each member shall be given a fifteen (15) day written notice of the proposed amendment.

-10-

ARTICLE XVIResignations

Commissioners may submit letters of resignation at any time to the Chairperson. Such letters of resignation shall specify the effective date of separation from the Commission.

Adopted by the D.C. Commission on the Arts and Humanities,  
January 26, 1992.

Signed:

  
Rowland J. Martin, Sr.  
Interim Chairperson