
African American Cultural Center Community Advisory Committee Bylaws

ARTICLE I: MISSION, PURPOSE AND DUTIES

Section 1: Mission

To formulate a community vision for the creation of an African American Cultural Center in Long Beach based on a common understanding of: (1) fundamental requirements for the successful development and operations of cultural-heritage institutions; (2) community expectations and cultural assets within the city; (3) operational, site and facility needs; (4) market conditions; and (5) financial assumptions.

Section 2: Purpose

- 2.1 Facilitate community understanding of the requirements for the successful development and operations of cultural-heritage institutions.
- 2.2 Provide leadership and expertise to facilitate consensus on community expectations for the operations of an African American Cultural Center ("AACC").
- 2.3 Develop recommendations on behalf of the Community for the operations of an African American Cultural Center, including location alternatives.
- 2.4 Build the community capacity to initiate the creation of an AACC.

Section 3: Committee Responsibilities

- 3.1 Working Group Members:
 - a. Participate in all AACC Community Advisory Committee ("Committee") public meetings as a voting member.
 - b. Participate in additional special meetings and public events, as requested.
 - c. Collaborate with Lord Cultural Resources to perform asset mapping of African American cultural resources in Long Beach.



- d. Gather input from relevant community organizations and individuals to inform visioning process.
- e. Learn best practices garnered from trainings, case studies, and site visits facilitated by Lord Cultural Resources.
- f. Collaborate with other Working Group members to generate and vote on an operating vision for the AACC, informed by best practices and community preferences.
- g. Serve as ambassadors to the larger community to promote community engagement and the overall African American Cultural Center visioning process.

3.2 Community Advisors:

- a. Participate in Committee public meetings as available in an advisory role.
- b. Provide subject matter expertise and current/historical perspective to inform the visioning process, most likely through one-on-one interviews.
- c. Gather input from community members and stakeholders to inform visioning process.
- d. Serve as an ambassador to promote community engagement activities and the overall AACC community visioning process

ARTICLE II: MEMBERSHIP

Section 1: Members

- 1.1 Committee was convened by the City Manager's office, with membership recommendations from Councilmembers Al Austin, Rex Richardson, and Dee Andrews. Additional Advisory Committee members will be approved at the discretion of the Committee Co-Chairs and the City Manager's Office.

Section 2: Terms

- 2.1 The Committee is an ad-hoc committee that will exist from January to September 2019. Each member of the Committee shall serve for the duration of that time.
- 2.2 Members of the Committee shall receive no compensation.



Section 3: Attendance and Removal

- 3.1 Working Group Members are expected to attend monthly meetings and possible special meetings. Community Advisors may attend meetings as available.
- 3.2 At any time that a Working Group Member has received two unexcused absences, the member will be considered a non-active member. Any non-active member shall be recommended for removal.
 - a. The definition of "unexcused" is an absence for which a member does not contact the City Manager's designee or Co-Chairs in advance.
 - b. The definition of "excused" is an absence for which a member contacts the City Manager Designee or Co-Chairs in advance with justifiable explanation.
- 3.3 A Working Group Member or Community Advisor shall be removed for misfeasance, malfeasance or nonfeasance as determined by the City Manager designee.

Section 4: Resignation

- 4.1 A Working Group Member may resign by giving written notice to the City Manager designee or Co-Chairs. A resignation shall take effect at the time it is received unless another time is specified therein, and acceptance of a resignation shall not be necessary to make it effective.

ARTICLE III: MEETINGS

Section 1: Regular Meetings

- 1.1 Regular meetings of the Committee shall be held the last Tuesday of the month at the Expo Arts Center, 4321 Atlantic Ave., Long Beach, CA 90807. Committee members will be notified by City Staff of any change in the meeting location.

Section 2: Special Meetings

- 2.1 The Co-Chairs or City Manager designee may convene special meetings as necessary to conduct business matters in line with the stated purpose of the Committee.



Section 3: Voting and Conflict of Interests

- 3.1 Each Working Group Member shall be entitled to one vote on each matter submitted to a vote. Voting on all matters shall be by show of hands.
- 3.2 Each Working Group Member is entitled to vote on all issues coming before the Committee, except where a conflict of interest may exist.
- 3.3 No Working Group Member shall cast a vote on the provision of services or allocation of grant funds that would provide direct or indirect benefit to that member. This includes Committee members, paid or volunteer staff, or the family of Committee members or staff. The Working Group Member shall not participate in the Committee discussion of the matter except to disclose facts and to respond to questions.
- 3.4 Any member of the Committee shall disclose to the Committee any conditions, commitments, or relationships with any organizations seeking or receiving funding allocations or other factors that might be, or perceived to be, a conflict of interest.

Section 4: Quorum

- 4.1 A majority of Working Group Members shall constitute a quorum.
- 5 A two-thirds majority vote of the Working Group Members present shall be required for passing a motion.

ARTICLE IV: OFFICERS

Section 1: Duties

- 1.1 Co-Chairs: In addition to the responsibilities listed above, Co-Chairs will preside over every meeting. Co-Chairs shall coordinate with City Staff and Consultants to draft all meeting agendas. Co-Chairs will serve as the liaison to Lord Cultural Resources, Environ Architecture, Inc., and the City of Long Beach and report on these activities to the Committee.
- 1.2 City Staff shall be responsible to taking notes during each Committee meeting and forwarding the notes to the City Manager designee to be distributed to the Committee.



ARTICLE V: SUB-COMMITTEES

Section 1: Sub-Committees

- 1.1 The Committee may form sub-committees as necessary. Committees may be formed through a two-thirds majority vote of the Working Group members present.

ARTICLE VI: GENERAL PROVISION

Section 1: Amendments

- 1.1 These bylaws may be amended and new bylaws may be adopted by an affirmative vote of a two-thirds majority of the Working Group members present at any meeting provided that prior written notice of said amendment has been given.

Section 2: Rules and Procedures

- 2.1 Unless otherwise designated, the Co-Chairs and City Manager designee will be the public spokesperson for the Committee. All media contacts will be referred to the Co-Chairs or City Manager designee.
- 2.2 Any action taken by specific members on behalf of the Committee is appropriate as long as there is prior approval by the Co-Chairs.
- 2.3 Meetings shall be conducted in accordance with Robert's Rules of Order, the latest edition thereof.

ARTICLE VII: RELATIONSHIPS WITH OTHER ORGANIZATIONS

Section 1: Responsibilities of Other Organizations

- 1.1 Community Engagement Consultant (Environ Architecture, Inc.):
 - a. Execute a community engagement strategy in collaboration with City Staff. This engagement will collect input from the African American Community in Long Beach on the direction and vision for the African American Cultural Center.
 - b. Provide regular updates to the Committee on this effort and present a final report at the end of its community engagement process.



- 1.2 Institutional Planning Consultant (Lord Cultural Resources):
 - a. Collaborate with Committee to conduct asset mapping of the African American Community in Long Beach.
 - b. Provide input of best practices from visioning, constructing, and maintaining similar cultural centers and museums nationally.
 - c. Facilitate the Committee's Visioning Process, utilizing best practices from other Cultural Center development processes to build consensus.
 - d. In collaboration with City Staff and utilizing completed Vision, narrow the list of viable properties for the African American Community Center.
 - e. Create visual models for potential African American Community Center sites.
- 1.3 City of Long Beach:
 - a. Convene and staff monthly committee meetings.
 - b. Award and manage contracts for Institutional Planning and Community Engagement Consultants.
 - c. Collaborate with the Environ Architecture, Inc. on community engagement process.
 - d. Provide relevant data on possible city-owned properties as potential sites of the African American Cultural Center to the Committee and Lord Cultural Resources.
 - e. Conduct final feasibility analysis on potential city-owned properties with input from Committee and Lord Cultural Resources.
 - f. Maintain ongoing reports to Mayor and City Council.

