

CITY OF BASTROP, TEXAS

BASTROP ART IN PUBLIC PLACES

Welcome to the Bastrop Art in Public Places Program!

The Bastrop Art in Public Places Task Force (BAIPP) was created by the City Council to advocate for the positive role art and design can play in an urban environment, such as the City of Bastrop (City). With this primary goal, the BAIPP has established a process for the collaboration between members of the Bastrop community and artists to enhance the art and culture of the City and for the City to acquire Works of Art.

Overview of the BAIPP

Purpose:

The purpose of the BAIPP is to expand the enjoyment, access and appreciation of art. This includes assisting the City Council in developing guidelines and standards for the selection, display, and maintenance of art in the City and to acquire by purchase, loan or donation, works of art for display. The BAIPP reports to the City Council and the Mayor.

Goals:

The goals of the BAIPP are to:

1. Use the display of public Works of Art to further the Bastrop community's sense of civic pride.
2. Use the display of public Works of Art as an educational opportunity for the public, as well as other artists in the community and beyond.
3. Contribute to cultural tourism.
4. Support cultural diversity through art.
5. Make art accessible to all individuals, including those with special needs.
6. Encourage early collaboration on civic projects with design professionals and artists.

Function:

The BAIPP shall assist the City Council with the following:

1. Identifying and recommending suitable Works of Art to be displayed.
2. Facilitating the preservation of Works of Art to be displayed.
3. Assisting with the process and methodology for competitively selecting Works of Art to display.
4. Assisting with any other matter necessary and appropriate for the administration of the BAIPP in accord with its mission, vision, and goals.
5. Working within the Bastrop community to collaborate with entities on "art projects" that will enhance citizens' appreciation and understanding of art.

6. Obtaining funding for the acquisition of art, whether through the City's budget process, fund raising or grant procurement. In accord with BAIPP bylaws, all funds obtained for the benefit of the BAIPP shall be held by the City of Bastrop.

BASTROP ART IN PUBLIC PLACES

Handbook for Artists and the BAIPP

The Handbook is designed to be a resource and guide for artists participating in the City of Bastrop Art in Public Places Program (may be referred to herein as "BAIPP").

I. Definitions:

"Art in Public Places" means any visual Work of Art displayed for two weeks or more located on City property or private property that is accessible for viewing by the public. This includes outside space, the exterior of a City owned facility, inside any City building, or on private property if the Work of Art is visible to the public.

"Work of Art" includes but is not limited to a sculpture, water feature, monument, mural, fresco, relief, painting, photograph, and glass installation. "Work of Art" would normally not include landscaping, paving, architectural ornamentation, or signs.

II. Overview of Acquisition of Works of Art:

Works of Art acquired in whole or in part by the City, with the assistance of the BAIPP, shall be acquired in the name of the City of Bastrop. The BAIPP may request that information on the "Works of Art" be available at various locations in the City.

Works of Art may be acquired by the City through the following means:

1. Permanent acquisition through advertisement and the competitive selection process.
2. Donations to the City that will be accepted and displayed at the discretion of the BAIPP, the Mayor, and the City Council.
3. Temporary loans that will be accepted and displayed at the discretion of the BAIPP, the Mayor, and the City Council.

III. BAIPP Artist Registry:

Artists seeking to participate in the BAIPP program are encouraged to join the BAIPP Artist Registry ("Registry"). The Registry is a directory of artists, identified by region, which contains the artist's contact information, resumes, statements, and images of the artists' artwork.

The Registry will be used as a resource for the community, through the BAIPP and the City Council, to identify artists who may contribute to the art, cultural, and educational experience of the City through both public and private projects. Artists whose names are maintained in the Registry will receive information regarding various projects undertaken by BAIPP and the City.

Artists seeking to be placed in the Registry should complete the form provided at the end of this Handbook or on the website listed below. Information should be sent to:

Bastrop Art in Public Places
1311 Chestnut Street
Bastrop, TX 78602

The website for BAIPP may be found as a link on the City of Bastrop Website at www.cityofbastrop.org

IV. Selection for Acquisition of Works of Art and Artist Project Participation:

Works of Art to be displayed in the City and the selection of artists to participate in a project with the City shall be approved by the City Council with the assistance and recommendation of the BAIPP and the Artist/Artwork Jury Panels, if applicable. Generally, artists and Works of Art will be selected based on the appropriateness of their work to a specific project, samples of an artist's past work, and an artist's proposed design for a particular project. More detailed information regarding a project for which a Work of Art or artist is sought will be included in a specific request for proposals (RFP's) or qualifications (RFQ's). When a Work of Art is to be incorporated in the design of a new facility, the artist selected for the project must be available to work with the City, and any relevant employees or third parties, throughout the duration of the project.

1. Methods of Selection:

Works of Art for display in the City on a permanent basis will typically be solicited by one of the following:

a. Public Call for Artists:

The BAIPP will publically advertise for artists to submit concepts or designs for a particular Work of Art or a specific art project. The BAIPP will base its selection on the requirements set forth in the particular request and the responses of the artists provided thereto, and will follow the selection process criteria setout in this Handbook.

b. Request for Qualifications (RFQ) :

The RFQ will provide the general project parameters including budget, space, goals, and project specifics for the artist to determine his/her appropriateness for the project. Detailed instructions for the submission of an application will be provided in the RFQ.

c. Request for Proposals (RFP) :

The RFP will request a specific proposal from the artist for a particular project. The RFP process may mandate that the artist develop a particular design and budget including references to all necessary materials, as well as a schedule for fabrication, completion and installation of a Work of Art.

d. Limited Entry Competition:

A limited number of artists will be invited by the BAIPP to compete for certain projects based on the artist's past work as determined by the BAIPP and approved by the City Council. Artists selected may be asked to submit images of past works or proposals based on the project prospectus.

e. Direct Selection/Direct Purchase:

In certain instances, an artist may be selected by the BAIPP, with the approval of the City Council, for a specific project and/or asked to work with a team of artists or design professionals. On occasion, the City may purchase a completed Work of Art for public display.

f. Art Donations or Loans of Works of Art:

The BAIPP will review and make recommendations to the City Council regarding the display of donated or loaned Works of Art in the same manner as Works of Art to be purchased by the City.

In the event an acquisition will implicate state purchasing laws, the BAIPP will perform in accord with all applicable state rules and regulations.

2 .Submissions/Qualifications of Artists:

The specific criteria and requirements applicable to a project which will determine the selection of an artist or a Work of Art by BAIPP, with approval of the City Council, will be set forth in the request or advertisement for the artist or Work of Art. However, submitting artists should generally be prepared to submit to the BAIPP the following:

- a. Statement of Interest: A defined statement of interest applicable to the requested Work of Art or project which clearly states the intent of the artist, including applicable ideas and approaches to the project. In addition, all questions posited by the BAIPP's request shall be answered clearly and succinctly.
- b. Images: The artist shall provide color images of relevant Works of Art in the format requested by the BAIPP. The artist should provide a selection of artwork that best represents the artist's skills. The artist may choose to submit additional detail, including, if applicable, the title of the Work of Art, date of completion, medium used, and dimensions.
- c. Resume: The resume submitted by the artist should be clear and concise and include a list of educational background, training, public and private art commissions, exhibitions, collaborations, and other pertinent experience.
- d. Professional References: Artists are encouraged to provide a list of

references, including contact information, for individuals that have prior experience working with the artist.

- e. Project Description Details: The artist must provide to the BAIPP all requirements necessary for the City to display and maintain the Work of Art, including, as applicable, installation and display requirements, cleaning, safety issues, lighting, and projected budgets.

3. General Criteria for the Selection of Artists to Work on a Project:

The following general criteria may be used by the BAIPP to select artists to work on a particular project. However, all additional criteria set forth in the RFQ will also apply:

- a. The submission of the artist's past work and the appropriateness of the artist's concepts and design to the project.
- b. The artist's demonstrated design capabilities and inherent quality of work.
- c. The appropriateness of the artist's preferred media in relationship to the proposed project, including the surrounding environment, natural landscape features, and the historical significance/charter of the project.
- d. Whether the artist's demonstrated artwork encourages diversity in style, scale, and media.
- e. The ability of the artist to effectively communicate with a variety of groups, including the BAIPP and other groups or interested parties such as design professionals, appropriate city personnel and other appropriate parties.

4. General Criteria for the Selection of Works of Art:

The following general criteria may be used by the BAIPP when selecting a Work of Art for display in the City. However, all additional criteria set forth in the RFP will also apply:

- a. Appropriateness of the Work of Art to the property on which it is to be displayed taking into consideration the surrounding environment, natural landscape features, and the historical significance/character of the property.
- b. Appropriateness of the material, textures, colors, and design of the Work of Art to the property and surrounding areas.
- c. Establishment of a continuity of the Works of Art displayed in the City through design and placement.
- d. Aesthetic and cultural diversity among the Works of Art to be displayed in the City through an unbiased selection process, a balanced inventory, and the display of variety of styles, design, and media.
- e. Safety and maintenance of the Work of Art.

V. Summary Outline of BAIPP Acquisition/Selection Process:

BAIPP shall have in place all necessary processes prior to initiating a call to artists for a specific project, including:

1. Online information, forms, RFPs or RFQs for the public, and guidelines specific to the project, and approved projected costs.
2. Artist/Artwork Selection Pool (ASP) to review all entries and select an artist or Work of Art to present to the BAIPP for presentation and approval by the City Council.

BAIPP will take the following steps when seeking to obtain, secure or select a Work of Art for the City's Art in Public Places Program:

1. Determine the need or desire for a specific Work of Art or public art project, with the approval of the City Council.
2. Define project details including a project concept, budget, funding sources, the projected timeline for the project, and the proposed location for the Work of Art, with the approval of the City Council.
3. Determine which artist/artwork selection method will be used by the BAIPP.
4. Inform the public regarding the anticipated project and obtain public input when appropriate.
5. Publish RFPs or RFQs, as necessary.
6. Call for the selection of a Jury Panel when appropriate for a specific project
7. Consultation with and between BAIPP and the Jury Panel resulting in the presentation of a final design of the project or Work of Art for approval from the City Council.
8. Negotiate and execute a contract with the selected artist, based on submitted qualifications and according to BAIPP and City guidelines.
9. Insure the fabrication, installation and maintenance of the selected Work of Art or project is properly completed.
10. Obtain all necessary maintenance procedures from the artist.
11. Propose public art dedication events, as appropriate.

VI. Artist/Artwork Selection Pool and Jury Panels:

1. Artist/Artwork Selection Pool (ASP):

BAIPP will establish an Artist/Artwork Selection Pool of at least fifteen (15) individuals from volunteers in the Bastrop community who do not serve on the

BAIPP Task Force but who are interested in facilitating the creation and installation of public art projects in Bastrop. In selecting the members of the ASP, the BAIPP will consider individuals with diverse backgrounds and experience including, but not limited to professional artists, designers, architects, academic instructors, and art gallery or museum professionals, as well as business, finance, project management, local real estate and other related fields. Individuals who are selected as members of the ASP should be available to serve on a Jury Panel for a minimum of one two-year term.

2. Jury Panels:

Jury Panels for a specific project approved by the City Council will be selected from the ASP. A Jury Panel will consist of no less than three (3) nor more than five (5) people. The purpose of the Jury Panel will be to coordinate and oversee the artist/artwork selection process, proposed project designs and budgets. Jury Panels will make final recommendations to the BAIPP, which will then seek final approval from the City Council. The Jury Panel will function as a temporary subcommittee of the BAIPP for each BAIPP project involving a public call for artists or Works of Art. A different Jury Panel shall serve for each BAIPP project and shall dissolve after that particular project has been completed and installed.

Each Jury Panel shall be responsible for reviewing and ranking artists' applications and responses to RFQ and RFP's, for interviewing artists, and recommending artists or Works for Art for specific projects to the BAIPP. ASP members may serve on more than one Jury Panel. Jury Panels, under the supervision of BAIPP, will be responsible for the management and oversight of an approved project, including fabrication and installation.

VII. General Information:

1. Ownership of Works of Art:

Works of Art installed on public property are the property of the City of Bastrop unless a prior contractual agreement has been agreed upon between the Artist (or other interested Party) and the City. Works of Art located on leased property are fixed assets and may not be removed by the lessee.

2. Maintenance of Works of Art:

Works of Art are maintained by the City of Bastrop or the party which owns the property on which the Work of Art is located unless other contractual agreements have been made between the City and the interested party. The Works of Art shall be maintained in accordance with the artist's instructions, safety concerns, and general maintenance practices. The artist responsible for the Work of Art shall be responsible for all necessary repairs within the contractual warranty period, as set forth in the Agreement between the City and the artist.

3. Warranties for Works of Art:

Works of Art purchased by the City pursuant to a written contract may have two types of warranties.

- a. Warranty of Title – Warranty of Title assures the City that the work is unique and does not infringe on an existing copyright.
- b. Warranty Against Defects – Warranty Against Defects guarantees that the work is free of defective materials or faulty fabrication or installation methods.

Warranties are typically two years from the date of installation but may vary with the project, pursuant to the Contract between the City and the artist.

4. Art Copyright:

The artist generally retains all applicable rights under copyright law to which the artwork, preliminary designs, drawings, specifications, and models may be subject. Specific terms and conditions related to “copyright” will be as set forth in the agreement between the City and the Artist.

5. Art Reproductions:

- a. The City of Bastrop may make and use graphic reproductions of the Works of Art for promotional purposes, including, but not limited to, brochures, media publicity, and exhibition catalogues or similar publications.
- b. Promotional reproductions of any Work of Art shall provide a credit line that includes the artist’s name and artwork title.
- c. The City may not make or use graphic reproductions of Works of Art without the express written permission of the artist, or the artist’s representative.
- d. The City is not responsible for any third party infringement on the artist’s copyright and intellectual property rights. It is understood that Works of Art may be photographed and used by the public without the City having any obligation to protect the intellectual property rights of the artist.


6. Art Loans:

Works of Art owned by the City may be loaned for exhibition.

7. Art Sale:

Works of Art owned by the City may later be sold or otherwise disposed of in accordance with legally mandated inventory guidelines.

Handbook approved by Bastrop City Council on September 25, 2012.



Terry Orr, Mayor

CITY OF BASTROP, TEXAS

BASTROP ART IN PUBLIC PLACES
REGISTRY FORM

Online profile may be created at www.xxxxxxxxxxxxxxxxxxxxxxx

Name: _____

Address: _____

Phone Numbers:

Home: _____

Cell: _____

Work: _____

Email Address: _____

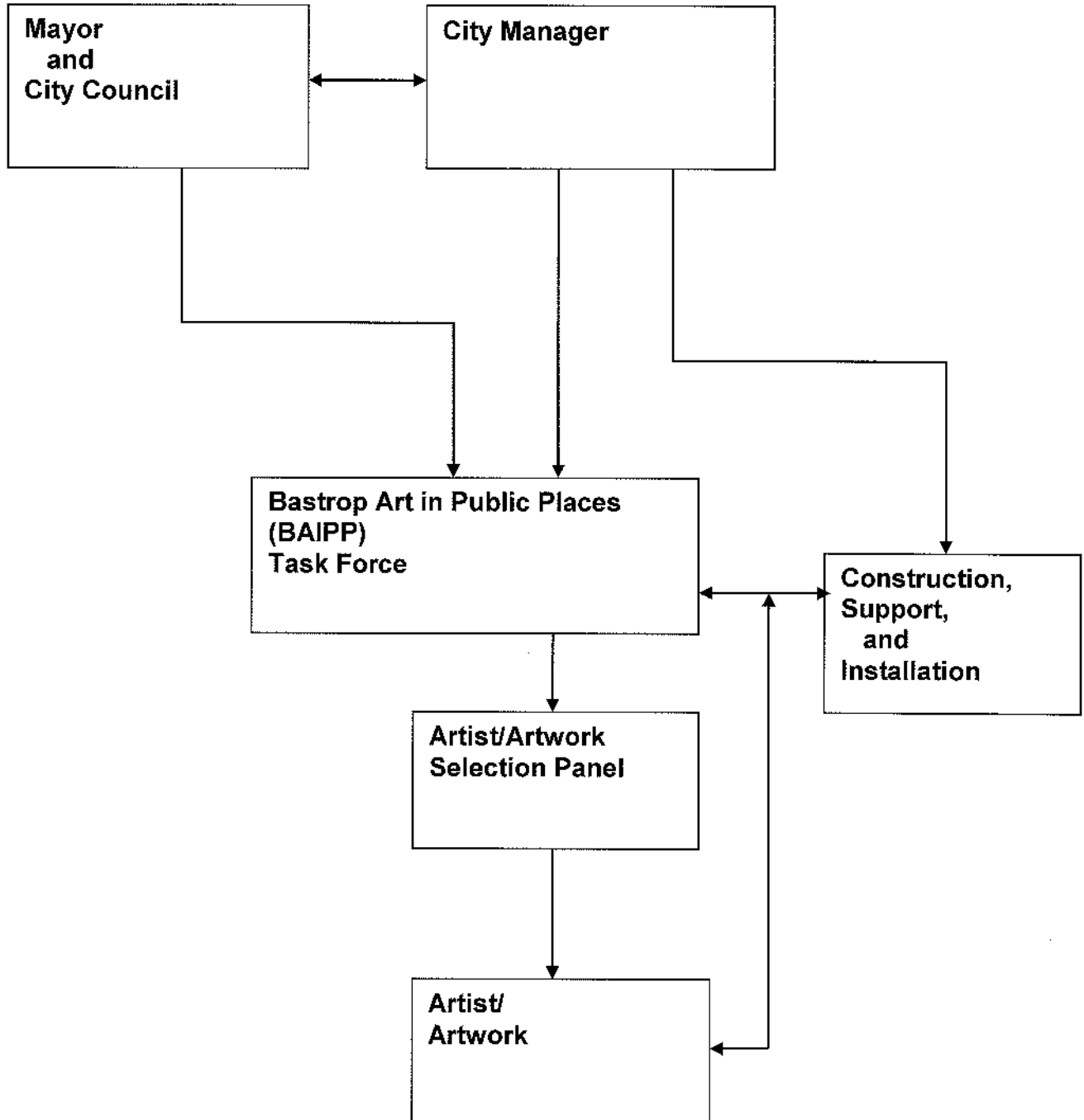
Web Site (or include three representational images of your work):

Media: _____

Statement about your work:

CITY OF BASTROP, TEXAS

**BASTROP ART IN PUBLIC PLACES
ART SELECTION PROCESS FLOWCHART**



To be attached on website only as a resource

ARTIST'S RESOURCE: Elements of a Successful Design Presentation

Artists are expected to present an inclusive overview of all components involved in a major public art project. Successful designs will typically contain the following elements:

Budget: The total budget summary includes an itemized list of costs. This should include supportive documentation and actual quotes from vendors and sub-contractors for materials, construction, installation, travel, insurance costs, etc. The artist's personal production costs and design fees needs to be included in the budget.

Site Conditions: Site conditions impacted by the planned project need to be reviewed. This may include items such as structures, topography, traffic patterns, landscaping, and other elements as they relate to the proposed project. The City and BAIPP work together to provide supportive documentation for a thorough understanding of the site

Lighting: Discuss the goal of supplementary lighting in the project. Review methods to meet that goal and the types of lighting that are recommended.

Materials: Include a concise listing of all materials to be used in the project. Review the durability and maintenance of critical materials. On-site work with products will require Material Safety and Data Sheets (MSDS) on-site.

Schedule: Provide a detailed schedule for final design, fabrication, installation, maintenance and removal, when necessary, of the entire project from start to finish.

Installation: Provide a concise overview of each step required for a successful project installation. This may include engineering for structural support, earthwork, and or lighting. Describe on-site and off-site fabrication tasks. Review special equipment required such as trucks or cranes for art placement.

Maintenance: Long-term maintenance of any public art installation is a critical aspect of the project unless specifically noted otherwise. Provide a detailed review of expected maintenance requirements and a proposed maintenance schedule. Support documentation from professional conservators may be advisable.

Safety and Public Welfare: The project must be fabricated and installed adhering to nationally recognized safety guidelines such as OSHA. The installed project cannot pose or create a safety issue for the general public.

Removal of Display: Temporary installations must include the removal of the art and restoration of the site in their proposals.

CITY OF BASTROP
BASTROP ART IN PUBLIC PLACES
TASK FORCE

BYLAWS

Article 1
NAME AND ADDRESS AND PURPOSE

- Article 1.1 Name:
The name of this organization shall be "Bastrop Art in Public Places" hereinafter also referred to as BAIPP, a Task Force of the City of Bastrop.
- Article 1.2 Address:
The mailing address of BAIPP is 1311 Chestnut Street, Bastrop, TX 78602.
- Article 1.3 Purpose:
The purpose of the BAIPP is to expand the enjoyment, access and appreciation of art in Bastrop, Texas. This includes assisting the Bastrop City Council in developing guidelines and standards for the selection, display, and maintenance of art in the City and to acquire by purchase or donation, works of art for display.
- Article 1.4 Open Meetings Act/Public Information Act:
Because the BAIPP is a Task Force, rather than a formal Board or Commission, the BAIPP shall not be subject to the Open Meetings Act for the purpose of posting regular meetings. However, the Texas Public Information Act shall apply to the records of the BAIPP.

Article 2
MISSION, VISION, AND GOALS

- Article 2.1 Mission Statement:
To increase awareness and appreciation of art, as well as increase civic pride through the display of art in Bastrop, Texas.
- Article 2.2 Vision Statement:
To create an environment where the City of Bastrop is locally and nationally recognized as an art and cultural center.
- Article 2.3 Goals:
- Use the display of public Works of Art to further the Bastrop community's sense of civic pride.
 - Use the display of public Works of Art as an educational opportunity for the public, as well as to enhance art education with artists in the community, and beyond.

- Contribute to cultural tourism.
- Support cultural diversity through art.
- Make art accessible to all individuals, including those with special needs.
- Encourage early collaboration concerning artwork and display or art for civic projects with design professionals and artists.

Article 3
DEFINITIONS

Article 3.1 Definitions:

Article 3.1a “Art in Public Places”:

“Art in Public Places” means any visual Work of Art displayed for two weeks or more located on City property or private property that is accessible to the public. This includes outside space, the exterior of a City owned facility, inside any City building, or on private property if the Work of Art is intended by the display to be visible to and enjoyed by the public.

Article 3.1b “Work of Art”:

“Work of Art” includes, but is not limited to a sculpture, water feature, monument, mural, fresco, relief, painting, photograph, and glass installation. “Work of Art” would normally not include landscaping, paving, architectural ornamentation, or signs.

Article 4
ART COLLECTION POLICY

Article 4.1 Art Ownership:

Article 4.1a Works of Art acquired in whole or in part by the City of Bastrop with the assistance of the BAIPP shall be acquired in the name of and under the ownership of the City of Bastrop.

Article 4.1b The BAIPP will assist the City in obtaining funding for the City’s acquisition of art, whether through the City’s budget process, fund raising or grant procurement. All funds obtained for the benefit of the BAIPP shall be held by the City of Bastrop

Article 4.2 Art Selection Guidelines:

The BAIPP shall assist the City Council with acquiring Works of Art by :

- Identifying and recommending suitable Works of Art to be displayed.
- Facilitating the preservation of Works of Art to be displayed.
- Assisting with the process and methodology for competitively selecting Works of Art for acquisition and/or display.

- Assisting with any other matter necessary and appropriate for the administration of the BAIPP in accord with its mission, vision, and goals.
- Work within the Bastrop community to collaborate with entities on “art projects” that will enhance its citizen’s appreciation and understanding of art.

Article 4.3 Art Selection and Display Standards:

The BAIPP shall give special attention to the following issues, when applicable:

- Appropriateness of the Work of Art to the property on which the Work of Art is to be displayed, taking into consideration the surrounding environment, natural landscape features, and the historical significance/character of the property.
- Appropriateness of the material, textures, colors, and design of the Work of Art to the property and surrounding areas.
- Establishing continuity of the Works of Art displayed in the City through design and placement.
- Providing aesthetic and cultural diversity among the Works of Art to be displayed in the City of Bastrop, through an unbiased selection process, a balanced inventory, and the display of variety of styles, design, and media.

Article 5
PUBLIC ART DISPLAYS

Article 5.1 Displays of Works of Art in Public Places:

Article 5.1a Authority:

All Works of Art to be displayed in the City of Bastrop shall be approved by the City Council, with the assistance of and recommendations from the BAIPP. No final display decisions, alterations or changes to Works of Art shall be made without the oversight and approval of the City Council.

Article 5.1b Location and Selection:

Works of Art recommended by the BAIPP and selected and approved by the City Council may be displayed on public property or by agreement between a private property Owner and the City of Bastrop, on private property that has substantial public exposure to the Bastrop community and its visitors.

Article 5.1c City Facilities:

BAIPP may advise the City Council and City Manager regarding the design, execution, and placement of Works of Art when applicable to certain public improvement projects.

Article 5.1d Art Maintenance:

BAIPP shall inform the City Manager of required maintenance for Works of Art on display in the City of Bastrop. Works of Art which require substantial or significant maintenance shall be discussed and approved by the City Manager before proceeding with the required maintenance. The BAIPP shall be responsible for preparing, and providing to the City, an estimate of the anticipated maintenance responsibilities prior to the acquisition of a Work of Art.

Article 5.1e Loans:

Works of Art owned by the City may be loaned for exhibition, pursuant to recommendations by the BAIPP, and upon terms agreed to by the City and the party seeking to borrow the Work of Art, with Council approval.

Article 6
MANAGEMENT

Article 6.1 Management, Funding and Policies of the BAIPP:

Article 6.1a The BAIPP shall have the authority to promote the goals for which the BAIPP is created.

Article 6.1b The BAIPP shall adopt policies as may be deemed necessary to acquire and display Works of Art in the City of Bastrop, within the terms of the Bylaws and the Resolution that created the BAIPP, with such Policies to be presented for approval by the Council.

Article 6.1c Depending on the scope of the Work of Art to be acquired and displayed in the City of Bastrop, the BAIPP may be responsible for reporting to the City Manager, and/or the City Council regarding the progress of the project and the use of funds.

Article 6.1d The BAIPP shall be responsible for developing a "proposed" yearly operating budget for the acquisition and display of new Works of Art in the City of Bastrop, as well as any on going maintenance responsibilities for those Works for Art currently under the City's possession or control. This budget shall be submitted to the City Manager on or before June 1st of each calendar year.

Article 6.1e The BAIPP shall be responsible for establishing an "Art Registry" through which artists may register their Works of Art for potential selection and display in the City of Bastrop. In addition, the BAIPP shall develop and implement, with the approval of the City Council, a fair and unbiased mechanism for selecting Works of Art to be displayed by the City.

Article 7 **MEMBERSHIP**

Article 7.1 Number and Description:

The members of the BAIPP shall be appointed by the Mayor, subject to confirmation by the City Council. The BAIPP shall consist of a minimum of five (5), but shall not exceed seven (7) voting members. The BAIPP may have a minimum of one "non-voting" *ex officio* representative from the City Council, who shall be appointed by the Mayor, and who shall not count as a "member" of the BAIPP, for any purpose. The *ex officio* representative shall operate as a Council liaison with the Task Force.

Article 7.2 Community Participants:

The BAIPP shall have the responsibility for identifying and recommending to the Mayor and the City Council individuals who shall be appointed by the Mayor with Council concurrence to assist the Task Force as 'non-voting' community participants of the BAIPP. Such non-voting community participants may include a Bastrop youth. Community Participants shall be appointed for a one year term, with the right of re-appointment for a single additional one year term.

Article 7.3 Terms of Office:

- Members of the BAIPP shall be appointed by the Mayor, subject to confirmation by the City Council, to serve three (3) year terms. Terms shall be staggered, by the drawing of lots by the initial appointees, so that the entirety of the BAIPP will not be replaced at one time.
- The Mayor, subject to confirmation by the City Council, shall name the Chairperson of the BAIPP.

Article 7.4 Meetings:

The BAIPP shall meet at least five (5) times per year. Regular and special meetings may be called or cancelled by the Chair and/or by petition of one-third of the then current membership of the BAIPP. The location of the meeting will be at City Hall unless otherwise determined and announced.

Article 7.5 Quorum:

A simple majority of the then existing voting membership shall constitute a quorum of the Task Force. A quorum is required for the BAIPP to convene and/or to take any action.

Article 7.6 Vacancies:

The BAIPP can make recommendations to the City Council to expand the Task Force membership, fill vacancies and/or appoint Community Participants. In the event of a vacancy in the membership of the BAIPP, the individual serving as the replacement, who shall be appointed by the Mayor and confirmed by the City Council, will serve the remaining term of the individual who is no longer serving.

Article 7.7 Resignations:

Any BAIPP member may resign, at any time, by giving notice of such resignation to the Chairperson and the City Manager, in writing. Unless otherwise specified, such resignations will take effect upon receipt. The Mayor, subject to confirmation by the City Council, shall appoint a successor to serve the remainder of the resigning member's unexpired term.

Article 7.7 Removal:

A member may be removed by the City Council at its sole discretion or upon recommendation by the BAIPP, for cause or no cause.

Article 8
OFFICERS

Article 8.1 Officers:

The officers of the BAIPP shall be: Chair, Vice-Chair, and Secretary/Treasurer.

Article 8.2 Election:

The Chair will solicit recommendations from the remaining BAIPP membership for appointment of the other Officers of the BAIPP. All nominees will have given their consent to having been nominated. The proposed slate of nominees will be reviewed and voted upon annually, by the BAIPP voting membership.

Article 8.3 Terms of Office:

The elected Officers of BAIPP will be elected to serve in their Office, for one year terms, with that service beginning on January 1.

Article 8.4 Duties of Officers:

Article 8.4a Chair:

- Shall serve as the Chief Executive Officer, act as spokesperson, appoint committee chairs, preside at Board meetings, prepare the meeting agenda and perform other duties as necessary to meet the objectives of BAIPP.

Article 8.4b Vice Chair:

- Shall preside in the absence of the Chair and shall perform such other duties as may be delegated by the Chair.

Article 8.4c Secretary/Treasurer:

- Shall transcribe the minutes of each meeting taken by the BAIPP, ensure that meeting minutes and attendance records are available when requested, assist the Chair as needed in notifying members of meetings, and maintain the roster and contact information.
- Shall work with the City Manager and the Finance Department to keep an accurate accounting of all funds received and expended by the BAIPP, which shall be held in the possession of the City, regardless of the source and whether from public or private sources.
- All written statements and accounts shall be maintained and filed in the office of the City Manager of the City a minimum of quarterly a year and when requested by the City Council, the Finance Department or the City Manager.

Article 8.5 Vacancies in Offices:

In case of a vacancy in an elected Office, the BAIPP will appoint an existing member to serve as a successor, to fill the unexpired term of Office.

Article 9
COMMITTEES

Article 9.1 BAIPP Committee:

Committees shall be appointed, as needed by the Chair, to assist the BAIPP with matters related to the Task Force's work. These committees shall cease to exist when the purpose for which the Committee was created has been accomplished.

Article 10
AMENDMENTS TO THE BYLAWS

Article 10.1 Amendments to the Bylaws

These Bylaws may be amended either by: (1) the City council, or (2) with the subsequent approval of the Council, upon a two-thirds vote of the then existing membership of the BAIPP, at any regular meeting, provided that the proposed changes have been presented to all members of the BAIPP, in writing, at least two weeks prior to the meeting during which the amendment will be acted upon.

Article 11
FISCAL YEAR

Article 11.1 Fiscal/Business Year:

The fiscal and business year of BAIPP shall be the same as the City of Bastrop.

Article 11.2 BAIPP/Committee Year:

The terms of Officers and appointees to task force/committees shall coincide with the beginning and end of the calendar year.

Article 12
PARLIMENTARY AUTHORITY

Article 12.1 Parliamentary Procedure:

“Robert’s Rules of Order”, the most current publication, will be the final authority on all questions of parliamentary law, not covered by these Bylaws. The Chair may appoint a Parliamentarian if required.

Article 13
POLITICAL ACTIVITY

Article 13.1 Support of Issues:

BAIPP will work with City officials for preparation, enactment and enforcement of laws, ordinances, policies and regulations compatible with the objectives and purposes of the BAIPP.

Article 13.2 Candidate Support:

BAIPP shall not engage in any activity either supporting or opposing the candidacy of any individual, group of individuals, or party for political office.

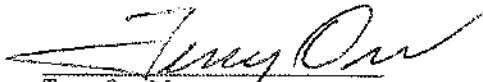
Article 13.3 Use of Membership:
Members of the organization will refrain from utilizing their membership and/or the BAIPP name for political gain or for expressing opinions in a manner that suggests BAIPP supports the Task Force member's issue or opinion.

Article 14
CONFLICT OF INTEREST

Article 14.1 Conflicts of Interest:

Conflicts of Interest shall be resolved pursuant to the City of Bastrop's Ethics Ordinance.

Approved & Adopted by City Council on May 22, 2012.


Terry Orr, Mayor