

Commission on Fashion Arts and Events

BYLAWS

Article I: Name and Mission Statement

Section 1. Name of the Organization. This Commission shall be known as the Commission on the Fashion Arts and Events established in the Office of the Mayor, in the District of Columbia pursuant to D.C. Law 17-148, Section 2.

Section 2. Mission Statement. The Commission on Fashion Arts and Events is organized for the purpose of promoting the fashion and beauty industry as a viable economic resource in the nation's capital. Commissioners provide recommendations and advise the local government on initiatives that support the cultivation and growth of the industry.

Article II: Commissioner Eligibility

Section 1. Eligibility. In order to become a Commissioner of the Commission on Fashion Arts and Events, potential commissioners must be a resident of Washington DC and meet the following requirements:

1. Owner of a registered DC fashion industry related business for no less than three years; or
2. Member of a fashion-related industry association; or
3. Profession with experience and understanding of the financial, organizational structure of fashion retail houses; fashion branding and marketing; youth education or vocational education related to fashion.

The Commission shall consist of 15 members, eight (8) members and seven (7) Ex-Officio members appointed by the Mayor, with the advice and consent of the Council, in accordance with DC Official Code 1-523.01(e).

Section 2. Ex-Officios Rights and Responsibilities. Ex-Officio members are those who serve on the board by virtue of an office or by virtue of a public office. There shall be no distinction between Commissioner and Ex-Officio other than Ex-Officios do not have voting privileges.

The following Commission on Fashion Arts and Events shall be deemed Ex-Officio members:

- Destination DC
- DC Economic Partnership or the DC Office of Planning
- DC Department of Small, Local Business Development
- Office of the Deputy Mayor for Planning and Economic Development
- DC Department of Education
- Events DC Commission
- DC Commission on the Arts and Humanities

Article III. Executive Officers and Elections

Section 1. Governing Structure. The governing structure of the Commission on Fashion Arts and Events is as follows:

1. Executive Committee (Chairperson, Vice Chairperson, Treasurer, Secretary)

Section 2. Executive Officers' Responsibilities. Officers' titles and main duties are as follows:

a). Chairperson: The Chairperson shall preside over all meetings of the Commission and perform such other functions as are permitted by law. Only the Mayor can appoint and remove the Chairperson. In the event of the removal, death or resignation of the Chair, the Mayor shall appoint an Interim Chair within thirty (30) days. The Interim Chair shall serve only for the unexpired term of the original appointment.

b). Vice Chairperson: The Vice Chairperson shall perform the functions of the Chairperson in the absence of the Chairperson, shall perform such other functions as delegated by the Commission. In the event the Vice Chairperson is appointed as Interim Chair, the Commissioner may nominate a replacement within the Commission. The Interim Vice Chairperson shall serve only for the unexpired term of the original appointment.

c). Treasurer: The Treasurer shall chair the Finance Committee, shall present the financial statements at the commission meetings and executive committee meetings; shall be responsible for maintaining accurate and complete financial accounts and hold the same open for inspection and examination by the commissioners; and shall possess such other powers and duties as may be prescribed by the Chairperson.

d). 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 3. Removal of Executive Officers. Any officer may be removed from office by the affirmative vote of two-thirds (2/3) vote all the Commissioners at any regular or special meeting called for that purpose, for nonfeasance, malfeasance, misfeasance, conduct detrimental to the interests of Commission, actions not in keeping with the Commission's objectives, or for refusal to render reasonable assistance in carrying out the Commission's purposes. Any officer proposed to be removed shall receive at least ten (10) days' notice in writing of the meeting of the Commissioners in which such removal is to be voted upon and shall be entitled to appeal before the Commission at such meeting.

The Executive Officer notified of removal may submit an Appeal Letter to the Commission contesting the decision within 30 days of notification. The Commission will consider reinstatement and render a decision within 30 days of receipt of the Appeal Letter.

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 reelection to succeed himself or herself but shall not be eligible to hold office for more than two terms successively.

Article IV. Committees

Section 6. Committees. The Commission may elect to create a new committee in addition to the following based on industry need. Commissioners, including Ex-Officios, may Chair a committee. The Committee Chair is responsible for recruiting and forming its committee of industry professionals in addition to developing the committee's goals, objectives, and meeting schedule. Committee members need not be residents of Washington, DC.

Committees:

- Education Committee – The Education Committee assesses existing industry-related educational opportunities for youth and issues recommendation for local government support. The committee also proposes the creation of new programs, where necessary, such as in fashion design, beauty, styling, and retail.
- External Affairs and Outreach Committee – The External Affairs and Outreach Committee develops relationship and/or partnership with local government, other Commissions, and community organization to gain support of the Commission's mission and priorities.
- Finance Committee – The Finance Committee shall provide oversight and counsel to the Commission Chair concerning the: annual budget, financial management issues, accounting controls, budget adjustments and other day-to-day budget and finance issues. The Finance Committee Chair shall present to the full Commission monthly financial report.
- Fundraising Committee – The Fundraising Committee seeks financial contributions from public and private sources to support proposed activities such as fashion shows, fashion incubator, retail incubator, youth education, and marketing and publicity.

- Marketing and Publicity Committee - The Marketing and Publicity Committee oversees all activities related to the branding of the Commission and communications to the general public. Responsibilities include developing a communications and marketing plan, developing talking points for Commissioners when addressing the media, and managing a website.

Committees shall have such powers and perform such duties or functions, not inconsistent with law, as may be delegated to them by the Commission. Committee Chairs shall keep full records and accounts of their proceedings and transactions. Any action by a committee shall be reported to the Commission. Vacancies in committees shall be filled by the Committee Chair.

Article IV. Commission Formation

Section 1. Commission size and role. The Commission shall have up to 15 Commissioners (including Ex-Officios) and not fewer than eight (8) Commissioners (not including Ex-Officios). The Commission is responsible for the delivery of priorities outlined in the legislation.

These priorities include, but are not limited to, the following:

- Promotion of the fashion industry, which includes manufacturing, retail, design, styling, and marketing, and its local professionals through local campaigns, creation of fashion incubator and/or corridor, incentives for small business start-ups, etc.;
- Introduction of youth training in retail, fashion design, and production in an academic/vocational setting; and,
- Assessing viability of infrastructure to support industry professionals such as manufacturing, material sourcing, and small business development.

Section 2. Application and terms. The application and terms of the Commission are as follows:

a). Commission candidates must submit a full application and supporting materials to the Office of Boards and Commissions for consideration. Selected candidates will undergo an interview process and receive notification of approval within 90-days of the interview. The Mayor will nominate or appoint eight (8) Commissioners including the Chair and seven (7) Ex-Officios.

The DC Council must approve all nominations by resolution.

b). Appointed members of the Commission shall serve a 4-year term of office, with the exception of the members first appointed, one member shall be appointed to a 1-year term of office, 2 members shall be appointed to a 2-year term of office, 2 members shall be appointed to a 3-year term of office, and three members shall be appointed to a 4-year term of office.

c). A vacancy on the Commission shall be filled in the same manner that the original appointment was made. Any person appointed to fill a vacancy shall serve only for the unexpired term of the original appointment, but may be reappointed to one or more additional terms. 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 17-184.

d). All Commissioners shall serve according to the term specified on appointment documents.

Section 3. Quorum. At least five Commissioners must be present before business may be conducted.

Section 4. 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 all members present and voting. Recommendations of the Commission regarding removal of a Commissioner shall originate in the Executive Committee for conduct detrimental to the interests of the Commission, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes 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.

The Commissioner notified of removal may submit an Appeal Letter to the Commission contesting the decision within 30 days of notification. The Commission will consider reinstatement and render a decision within 30 days of receipt of the Appeal Letter.

Section 5. Absences. The Commission may make a recommendation that a Commissioner be removed for excess absences from his or her office if he or she has three (3) unexcused absences from meetings in a year in accordance with Article IV section 4. Unexcused constitutes as “no-shows” or in the case of a telephone meeting, doesn’t “phone-in” without prior notification to the Chairperson.

Section 6. Active Members. Commissioners must attend at least 50% of all meetings in person to be considered “active.”

Section 7. 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 Chairperson of 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 8. Resignations. Any Commissioner may, by notice in writing to the Chair of the Commission, resign at any time.

Section 9. Change in Administration. In the event of a change in Administration in the District Government and a new Mayor and/or Chairman of the Council of the District of Columbia is elected, the Mayoral and Chairman appointee(s) from the previous Administration shall be allowed to complete the remainder of his/her term(s) before the new Mayor and/or Chairman are allowed to appoint a person to fill the seat, with the exception of the Deputy Mayor for Planning and Economic Development, and the member from the Executive Office of the Mayor. Both appointee positions will immediately be filled by his/her replacement.

Article V. Commissioners' Duties, Compensation and Decision-Making

Section 1. Duties of the Commissioners. Commissioners shall be responsible, among other duties, for:

- a). attending all regular and special meetings; except those from which their absence is excused prior to the holding of such meeting by the Chairperson;
- b). voting for members of the Executive Committee, with exception of the Chairperson;
- c). setting policy, such as the bylaws, and overseeing the implementation of policy;
- d). approving all policy/recommendations issued on behalf of the Commission;
- e). approving the annual budget and overseeing the Commission's long-range financial plan;
- f). serving on Commission Committee as Chair and/or member;
- g). devising and implementing such other measures as they deem proper expedient to promote the mission and goals of the Commission.

Section 2. 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 3. Decisions. Decisions are to be made as follows: (vote by the 8 commissioners)

- a). The Chairperson shall call for a vote by its voting Commissioners. In some instances, the Chairperson may call for a written vote, in which proxy voting is accepted.
- b). At least five Commissioners must be present in order to have a quorum. Whenever less than a quorum is present at the time and place appointed for any meeting of the Commission, a majority of those Commissioners present may adjourn the meeting from time to time until a quorum shall be present.
- c). These Bylaws may be amended by a two-thirds (2/3) vote of all Commissioners 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 Commissioner shall be given a fifteen (15) day written notice of the proposed amendment.

Article VI. Regular, Special, and Annual meetings

Section 1. Meeting Location. Meetings shall be held in the District of Columbia, or at such other location as may be agreed upon by the Commission.

Section 2. Regular meetings. Regular meetings are held the second Tuesday of the month at 4:30 pm. Regular meetings of the Commissioners shall be held at the time and place designated by the Commission. The Secretary shall give at least ten (10) days written or electronic notice of each regular meeting to the Commissioners.

Section 3. Special meetings. Special meetings may be called by the Chair of the Commission or by the Secretary if so requested in writing by a majority of the Commissioners. Special meetings shall be held at such times and places as may be specified in a written or electronic notice, which shall be provided to the Commissioners at least three (3) days prior to the special meeting.

Section 4. Annual meetings. Annual meetings shall be held at the time and place designated by the Commission. The Secretary shall give at least thirty (30) days written or electronic notice of the annual meeting to the Commissioners.

Section 5. Telephone meetings. Any and all Commissioners may participate in a meeting of the Commission by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation by such means shall constitute presence in persons at such meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, a written record shall be made of the action at such meeting and shall be filed with the minutes of proceedings of the Board.

Section 6. Guest Speakers. Any member of the Commission may recommend a guest speaker to address a special topic at any regular meeting. The Commissioner who recommends the guest speaker must get approval by the Commission and makes arrangements for the guest speaker's attendance.

Article VII. 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 VIII. Order of Business

1. Public Comment Period
2. Call to Order
3. Adoption of the Agenda
4. Adoption of the Minutes
5. Chairperson’s Report
6. Committees’ Reports
7. Unfinished Business
8. New Business
9. Announcements – Commissioners share information about community events related to the fashion and beauty industry.
10. Adjournment

IX. Management

Section 1. Budget. The Commission has the capacity to raise funds and/or solicit funds from government agencies for administrative expenses and special projects. The Commissioner’s Treasurer is responsible for establishing a bank account and reporting to the Commission on available funds and expenses.

X. Partnerships

Section 1. Partnerships. The Commission shall create partnerships with other Commissions and Boards in the spirit of collaboration and promotion of the Commission.

Section 2. Participation. The Commission should participate in other Commission panel discussions and/or government-sponsored initiatives as industry experts.

These Bylaws were approved at a meeting of the Commission on _____(date).