

9.1 CULTURAL ADVISORY COUNCIL

9.1.1 MISSION STATEMENT

California State Law, Food and Agriculture Code Sect. 3316 provides that... “The Board may appoint advisory committees. Advisory committees may provide information and advice to the Board with respect to the operations and management of the California Exposition & State Fair or such other matters as the Board deems appropriate.”

The Cultural Advisory Council (CAC) was established by the Board of Directors to enhance the outreach efforts of the Board and staff in the cultural communities throughout the State; to advise the Board on matters pertaining to multi-cultural programs related to education, entertainment and other activities at the annual California State Fair, and to support Board objectives to showcase a broad range of multi-cultural activities during the annual State Fair as well as throughout the year at Cal Expo.

9.1.2 CRITERIA, SELECTION, & TERM

Members of the Cultural Advisory Council will be leaders from diverse cultural communities throughout California and will serve at the pleasure of the Cal Expo Board of Directors.

Upon selection by the Board, a member will serve one term of 2-years. Upon completion of that term; a member will have the opportunity to apply for reappointment by the Board to the Cultural Council for up to two additional, consecutive terms of 3-years each.

When a member serves a total of eight consecutive years (or three terms), that member must have one year of absence before applying for one final term of 2-years. To request reappointment, either after the first term or after the break in service, a member must submit a letter and updated resume to the Cal Expo Board by the application deadline established for any potential new members.

9.1.3 NEW MEMBER APPOINTMENT

All potential new members shall fill out an application form and follow all procedures established by the State Fair, Agriculture & Marketing Committee of the Cal Expo Board of Directors. The State Fair, Agriculture & Marketing Committee may recommend to the Board new members/alternates to serve on the Cultural Advisory Council based on candidate’s variety of interests and expertise in the areas including, but not limited to; agriculture, arts, education, entertainment, financial, health, government, law enforcement, legal, media, public relations/marketing, small business, and social services/community services/youth.

The maximum number of members on the Cultural Advisory Council shall be no more than 18 which includes two alternates. In the event of a member departure (resignation, death, removal, disqualification or for any other cause), an alternate in good standing will be given first consideration to fulfill the remaining term of any departing Council Member. Alternate(s) will be seated on the Council due to previous Board approval. Chair will designate and notify alternate when a vacancy occurs. At the end of the unfulfilled term for which the alternate has served, it will be the option of the alternate to continue serving in the completion of the unfulfilled term.

If there are no departures during the scheduled term, alternate(s) in good standing will receive first consideration for appointment to the Council during the next term.

9.1.4 COUNCIL DUTIES

All duties of the Council will be coordinated through the General Manager/CEO of Cal Expo or his designee who will assist the Council in achieving its mission and assure all meetings are in compliance with any open meeting law requirements.

The Council is expected to:

1. Elect a Chair, Vice Chair.
 - a. Election to be conducted at the annual meeting of the year. Nominees must have served at least one year as an active member to be nominated. Chair and Vice Chair terms will begin the first day of the calendar year and will end the last day of the calendar year, unless reappointed to serve.
2. The annual meeting will be held at the last meeting of the year.
3. Establish annual goals for the Council at the first meeting of the calendar year, and present those goals to the Cal Expo Board for review.
4. The State Fair, Agriculture & Marketing Committee of the Cal Expo Board shall act as the official liaison between the Cultural Advisory Council. This Committee will recommend policy changes and provide regular reports to the Board of Directors of the California Exposition & State Fair, and manage the specific responsibilities of all Cultural Advisory Council members.

9.1.5 MEMBER RESPONSIBILITIES

The Member is expected to:

1. Attend orientation meeting scheduled for incoming/alternate(s) members.
2. Attend at least 75% of the calendar year. Council meetings in addition to the other assigned committee meetings, as needed, at Cal Expo.*
3. Participate in at least one (1) State Fair activity relating to multicultural activities, outreach or entertainment.
4. Review, recommend, participate and advise the Cal Expo Board and Staff on programs relating to multicultural activities at the annual State Fair as well as make recommendations on year-round multicultural programming and event opportunities.
5. Provide advocacy on behalf of Cal Expo and the California State Fair.
6. Comply with Bagley-Keene Open Meeting Act and Cal Expo's Incompatible Activities Policy.
7. Conduct all meetings utilizing Roberts Rules of Order.
8. Work diligently to recruit potential members when vacancies arise, especially those representing

diverse and underrepresented communities.

The Alternate is expected to:

1. Attend at least 50% of the calendar year. Council meetings in addition to the other assigned committee meetings, as needed, at Cal Expo. Alternates are non-voting members of the Council. .
2. Provide advocacy on behalf of Cal Expo and the California State Fair.
3. Comply with Bagley-Keene Open Meeting Act and Cal Expo's Incompatible Activities Policy.
4. Adhere to Robert Rules of Order during all meetings.

***Attendance Requirements:**

1. If a Council member misses a meeting and fails to contact Cal Expo with a request to be excused, that member will be marked with an unexcused absence.
2. Anyone with one (1) or more unexcused absences in a single calendar year will first be given a warning and then be asked by the Chair to resign their appointment if the pattern persists.
3. The Council understands that emergencies and other scheduling conflicts may prevent members from attending some meetings. However, members are asked to make every attempt to join the meetings remotely by conference call if possible. Council Members must notify Cal Expo at least 15 days prior to meeting. (All conference calls must be noticed in accordance with the Open Meeting Laws, at least 10 days in advance, and take place in a public place in California).
4. It is the Chair's responsibility to notify management by telephone or in writing of the reason for removal of a Council Member. General Manager/CEO will then notify Member of his/her removal from the Council by letter.

9.1.6 CHAIR RESPONSIBILITIES

The Chair is expected to:

1. The Chair shall preside at all meetings of the Council. Should the Chair be not present, the Vice Chair shall preside. In the absence of the Chair and Vice Chair, the senior Council Member with the greatest tenure shall preside.
2. The Chair is a voting member of the Council on all actions taken by the Council. The Chair may also serve as a voting member of any committee when a quorum is needed to conduct its business.
3. It is the Chair's responsibility to give a warning to a member(s) after one (1) unexcused absence in a single calendar year. Should a second (2) unexcused absence occur, Chair is to notify the General Manager.

4. Should the office of the Chair be vacant due to death, resignation, removal, disqualification, or for any other cause, the Vice Chair shall assume the duties of the Chair.

9.1.7 VICE CHAIR RESPONSIBILITIES

The Vice Chair is Expected To:

1. Acts on Chair's behalf in his/her absence.
2. The Vice Chair shall automatically become Chair should that office become vacant before the conclusion of the regular term.

9.1.8 MEETING PROCEDURES

1. All Cultural Advisory Council meeting minutes shall be recorded and produced by State Fair staff.
2. Minutes and correspondence shall be mailed through the offices of the California State Fair.
3. The State Fair staff shall maintain a record of the list of Cultural Advisory Council members and their attendance records.
4. The agenda shall be determined by State Fair staff and the Chair of the Cultural Advisory Council.
5. "Special Meetings" -- special meetings may be called by Staff, Cal Expo Board Members or the Chair of the Cultural Advisory Council.

9.1.9 STATE FAIR, AGRICULTURE & MARKETING COMMITTEE OF THE CAL EXPO BOARD

Duties:

1. The State Fair, Agriculture & Marketing Committee of the Cal Expo Board shall act as the official liaison between the Cultural Advisory Council. This Committee will recommend policy changes and provides regular reports to the Board of Directors of the California Exposition & State Fair, and manage the specific responsibilities of all Cultural Advisory Council Members.

Approved February 24, 2012
California Exposition & State Fair
Board of Directors