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Mission Statement

The City of Middletown Commission on the Arts (MCA) is a municipal agency. Recognizing the essential value of the arts and artists in the cultural, educational, social and economic vitality of Middletown, the Commission supports artistic excellence, fosters cultural development through the arts, and increases public understanding of, participation in, and support for the arts in Middletown, contributing to an improved quality of life for all citizens, enhancing the image of the City, and meeting the needs of its varied constituencies.

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MCA Bylaws

Article I, Name

The Commission shall be known as the "City of Middletown Commission on the Arts (MCA)".

Article II, Purpose

The purpose of the MCA shall be to promote and stimulate interest and participation in the arts and to fulfill duties as outlined in the Middletown Code of Ordinance Section 24-2, attached hereto.

Article III, Objectives

The objectives of the MCA shall be: to offer programs, technical services and assistance, resources, informational formats (including presentation of a monthly arts calendar) to maintain connections with the state of the arts on all levels and to set new objectives as needs arise.

Article IV, Officers

The elected officers of the MCA shall be Chair, Vice Chair and Secretary. Open elections shall be held at the annual meeting in July for a term of one (1) year, or until their successors are elected. The term of office shall begin at the end of the election meeting. The term of office shall be limited to two (2) successive elected terms in any office.

Article V, Nominations/Elections/Voting

A Nominating Committee shall present a slate of officers to the MCA at the meeting preceding the Annual Meeting.

Nominations may also be made from the floor at this meeting and the Annual Meeting. Voting of officers will be done by written ballot. Simple plurality rules will apply.

Article VI, Members

The MCA shall consist of eleven (11) members; not more than seven (7) of whom shall be registered members of the same political party: who shall be appointed by the Mayor, with the consent of the Common Council. In addition to the eleven (11) members of the MCA, there shall be two (2) *ad hoc members of the MCA from the Common Council; one (1) from each political party, which ad hoc members shall have the right to vote but shall not be counted in determining a quorum of the MCA.

Members of the MCA shall serve for a term of three years commencing July 1 of the year of appointment. Each vacancy shall be forthwith filled by the Mayor with the consent of the Common Council for the unexpired portion of the term of the member whose place shall become vacant.

The Common Council members shall serve only during their terms of office as Council members, and upon expiration of such terms of office, vacancies shall exist which shall be filled by the Mayor, with the consent of the Common Council. (Middletown Code of Ordinance Section 24-1)

Article VII, Meetings

The Annual Meeting shall be held in July. The MCA shall regularly meet on the fourth Wednesday of each month (except in November and December, when meeting will take place on third Wednesday of each month) or such other day as the Chair may designate at a time and place agreed upon by the majority of MCA members in conformity with required City and State regulations. Six (6) members of the MCA shall constitute a quorum.

Other meetings of the MCA may be held at the call of the Chair or any two members of the MCA and/or upon recommendation of the MCA Coordinator.

Article VIII, Attendance

"A member of any board, agency, department or commission or committee (of the City) who shall absent himself therefrom for three consecutive meetings without good cause shown, may upon the recommendation of the Chairman or Director thereof and upon the approval by the appointing authority may be ordered removed therefrom by the Mayor, whereupon the appointing authority shall fill the unexpired term created by such vacancy." (Per City Charter, Chapter V, Section 3C inclusive)

Article IX, Reports

The MCA, through the MCA Coordinator, shall make a semi-annual report to the Mayor and the Common Council.

Article X, Committees

- **Executive Committee:** Shall be comprised of the officers of the MCA. The Executive Committee is empowered to complete items on the MCA agenda not covered at the MCA meeting. In handling agenda items outside of MCA meetings, the Executive Committee will consider committee and/or staff recommendations and budgeted expenditures when making decisions. Items outside of Committee and budget, of a routine nature, will also be handled by the Executive Committee. Items of an extraordinary nature, as designated by the Executive Committee, will result in full MCA contact and/or special meeting. Executive Committee decisions will be reported at the earliest MCA meeting.
- **Nominating Committee:** The Nominating Committee shall consist of three members; the members shall be appointed by the Chair with the advice and consent of the MCA at the first

regular meeting of the Chair's term of office. Members of the Nominating Committee shall be eligible for nomination as officers but, if elected, are ineligible to serve on the Nominating committee.

The duties of the Nominating Committee shall be:

- to present a slate of officers at the meeting preceding the Annual Meeting in July;
 - to present a list of suggested needed talents and/or names of citizens to serve on the MCA to the Chair for presentation to the Mayor as an advisory consideration ;
 - to work in conjunction with staff in over-seeing the on-going orientation of new members to the MCA and to work in conjunction with staff in overseeing the retention of MCA members; and,
 - to follow-up absences of members from meetings.
- **General Committees:** The Chair, with the advice and consent of the MCA, may appoint such committees as he/she, from time to time, may deem appropriate. The Chair of Committees shall be by consent or vote of the committee.

Committee meetings may be called by any Commissioner of the committee and/or as recommended by the MCA Coordinator.

Committee matters will be taken up by the Executive Committee and the MCA Coordinator when committees fail to meet and function in time to meet deadlines.

Reports on committee activities – including summary, evaluation and recommendations – shall be rendered to the full MCA.

- **Planning & Projects Committee:** The Planning & Projects Committee shall be composed of members appointed by the Chair, with the approval of the MCA, at the commencement of the Chair's term of office. This committee is entrusted with the responsibility of proposing, developing, advancing, and overseeing the arts commission's various projects, events, and initiatives. The tasks of this committee include planning and execution of events that promote the MCA. Routine matters falling within the purview of its expertise shall also be handled by the Planning & Projects Committee. In cases where extraordinary projects are identified, as determined by the committee, a recommendation for full MCA involvement or a special meeting may be proposed. The committee shall provide regular reports on project progress at the MCA meetings to ensure transparency and alignment with the commission's overall objectives. 10/25/2023
- **Grants Review Committee:** All Commissioners will receive a list of accepted and requested amounts.

Review Panel: No more than three (3) Commissioners plus staff. Commissioners on the Review Panel must be those who do not have a conflict of interest with any of the applicants as outlined in the current Conflict of Interest Policies.

The Review Panel will investigate and interview applicants for awards, amounts of awards and stipulations. The Panel will also, where appropriate, recommend options to be forwarded to

applicants to aid with the completion of proposed projects, aid with future grants/considerations and/or other options of general assistance.

The Panel's recommendations will be forwarded, in writing, to all Commissioners prior to the final decision meeting. Dissenting opinions of Panel members will be included in the recommendation report.

Commission Voting

- Votes on the Review Panel will be limited to Commissioners.
 - The Commission will vote on the Review Panel's recommendations
 - Commissioners must place a recommendation in the form of a motion that includes the applicant's name and the amount of the award. The motion must be seconded.
 - At this point, the Commission's Conflict of Interest Policy and Procedures would take effect.
 - Discussion would then be called for and a vote taken.
 - This procedure would be repeated until available funds are depleted and/or until no other motions are presented.
 - All votes of approval or denial will be by simple majority.
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- **Public Art Committee:** Mission is to continue to build Middletown's City Art Collection to represent the best examples of the artistic life of the community and to express the culture of the City while respecting the cohesiveness of the Collection as a whole. The Committee shall also act as curator for the City Art Collection through maintenance and promotion.

Procedures for all proposed purchases or gifts a written letter of intent shall be sent to the artist or donor. The letter shall include a description of the work and agreed upon price and/or valuation as well as a request for any particular issues that might be involved in the special care and handling of the particular piece. This letter shall be signed by the chairperson of the Middletown Commission on the Arts, Arts staff and the artist or donor. Two copies shall be sent and one returned to be kept on file.

All records of the City Art Collection and the Public Art Committee shall be kept in the Arts Office.

Inclusion in the City Art Collection All proposed art must be reviewed and accepted by the Public Art Committee and ratified by the full commission. If a Public Art Project is to be constructed full submission of plans, plans for site development, installation and maintenance must be made to the Public Art Committee and inspected by a structural engineer. The artwork may not deviate from the approved plans unless the Public Art Committee approves the change in writing.

The Public Art Committee must determine that an appropriate installation space exists in coordination with the Director of Public Works for the municipal building or any other City building, land, highway, roadway, sidewalk or other City location under the City's control, legal responsibility or ownership. Other potential City venues, outside of the Municipal Building, such as a City Park must include also include the approval of the particular City department that oversees the proposed site.

The size, weight, height, medium and subject must be appropriate for both the collection and the location available. The following factors, though not exclusive, will be considered by the Public Art Committee and the full Arts Commission:

- a.) Visibility
- b.) Traffic patterns (both interior and exterior)
- c.) Public Safety
- d.) Relationship to existing planned architectural and natural features.
- e.) Users of the area or park
- f.) Future development plans for the area
- g.) Landscape design
- h.) Existing artwork within the vicinity of the proposed site
- i.) Environmental concerns
- j.) Public accessibility to the work
- k.) Social context (intended use of the work, if any)
- l.) Significance to the proposed site
- m.) Community input from the general citizenry or business community that may be impacted by placement before and during the Art Commission's meetings (either verbal testimony or written submissions will be accepted).
- n.) Fiscal constraints, if any, faced by the City at the time of Art donation or acceptance that may limit implementation of the Art to the proposed location at the proposed time.

Eligible Artists must

- be connected with Middletown
 - Live or work in Middletown
 - Attend an educational institution within the City
 - Belong to a Middletown arts/cultural organization
- **De-accessioning – Relocation or Removal:** means the formal process used by the Public Art Committee to remove a work of art from the City Art Collection.

In order to upgrade and refine the Collection the Public Art Committee may find it necessary, from time to time, to de-access selected pieces of artwork. The full commission will be asked to ratify the selection of any piece considered for removal

These pieces may be sold or otherwise disposed of in coordination with the City Supervisor of Purchases and any proceeds derived from such a sale will be returned to the Middletown Commission on the Arts Public Art Committee to fund further purchases of works of art or required maintenance. A separate fund for this purpose will be set up at that time as required by City Ordinance. [10/30/2006, Rev. 10/24/2007, Approved by MCA 10/24/07, Rev. 11/27/07 Mayor, Ratified by MCA 12/19/07]

Article XI, Duties of Officers

- **Chair:** Shall preside at all meetings of the MCA; shall appoint committees as required; shall serve ex officio on all committees; shall report on or request reports on MCA activities at all meetings.

- **Vice Chair:** Shall perform the duties of the Chair in his/her absence, inability to serve or upon a vacancy.
- **Secretary:** Shall keep an accurate record of the proceedings of all meetings of the MCA (as provided by Section 1-21 of the Connecticut General Statutes). Shall make all motions at all meetings available to the public within forty-eight (48) hours by filing them at the MCA's Office. Shall make minutes of said meetings available to the public within one (1) week by filing at the MCA Office and so provide for distribution of minutes to all Commissioners as soon after meetings as possible, but no later than two (2) weeks after said meeting.

Article XII, Amendments

These Bylaws may be amended by a two-thirds vote of those present at any regular meeting, provided the proposed amendment has been issued in writing to all MCA members at least one month prior to that meeting.

Article XIII, Governing Rules

"Roberts Rules of Orders Newly Revised" shall be the operative rules for MCA meetings in addition to the Bylaws as adopted by the MCA. Neither rules shall be construed as to take precedence over existing State Statutes and/or City Codes.

*Ad hoc: for the purposes of this document, ad hoc is defined as "used for specific or immediate problems or needs" as found in Webster's 9th New Collegiate Dictionary.

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About the Commission

The City of Middletown Commission on the Arts and Cultural Activities was established by City Ordinance in March of 1972 and following a 1992 Ordinance revision, is now known as the City of Middletown Commission on the Arts (MCA). Thirteen Commissioners serve on the MCA: two ad hoc Members of the Common Council and eleven citizens from the community who are appointed for three-year terms by the Mayor.

The Commission conducts its business through monthly meetings generally held on the fourth Wednesday of each month at 7:00 p.m. in City Hall or other locations within the City. The administration of the Commission's business is conducted through the Mayor's Arts Office by the Arts & Culture Coordinator.

For fifty years, the Commission has maintained a program of encouraging interest and participation in the arts by providing services, resources, information and events to and for artists, organizations and the general public.

Today, the Commission is an active and effective participant in City life. Middletown was the first in Connecticut to be named one of the "100 Best Small Art Towns in America". This distinction is made possible by a broad base of community support from the City, volunteers, businesses, institutions, corporations, organizations, and artists.

Maintaining close links with local arts & culture organizations, Connecticut agencies, and the Connecticut Office of the Arts; the Middletown Commission on the Arts seeks to enhance and support

the development of artistic and cultural endeavors in the community with programs and services. These programs and services are made possible by City tax dollars as appropriated by the Common Council.

Summer programs include Kids Arts Camp Program, Summer Sounds Concerts, and the annual Fireworks Festival. Grants are available through the MCA Matching Funds Grant Program.

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Role of a Commissioner

To better understand the role of a Commissioner on the Middletown Commission on the Arts the following information is provided. This information explains the Commission's responsibility and extent of involvement in implementation of programs/services, as well as outlines that which is the responsibility of the City Arts Office under the direction of the Mayor. The following information supplements the "Role of a Commissioner" material provided in the Commissioners Handbook.

It is the role of the Commission to advise.

The Commission advises the Arts Office on matters relating to the arts of Middletown while the Arts Office acts upon presented advice. The Commission is encouraged to present ideas to the City through the Arts Office that it feels will promote, encourage and stimulate the arts in our City. It is not the role of the Commission to initiate programs/services, implement programs/services, or procure goods/services - that is the role of the Arts Office.

It is the role of the Commission to advocate for the arts when engaging the public.

When representing the Commission, it is important to know that advocacy is in general terms. Any discussion involving the specifics of initiatives, proposals, programs, and/or services does not take place without representation from the Arts Office and should include the senior staff who has the responsibility of implementation of any such initiative(s), proposal(s), program(s), and/or service(s).

The Role of a Commissioner of the City of Middletown Commission on the Arts is:

- i. To work towards the fulfillment of the mandates outlined in the Establishing Ordinance and the Bylaws of the Commission
- ii. To regularly attend monthly meetings generally held on the fourth Wednesday of each month (except in Nov. & Dec. when meeting takes place on the third Wednesday of ea. Month) at 7:00 p.m. in a City owned public facility within Middletown
- iii. To serve on at least one grants (funding awards) panel per year
- iv. To actively participate on at least one of several committees (of the Commission)
- v. To participate in events organized (and presented) by the Commission
- vi. To attend as many grant funded programs as possible and bring a report back to the Commission meeting
- vii. To base all decisions on the "best interests of the whole community" disregarding politics and personal interests
- viii. To become aware of and able to analyze the arts (in the community)
- ix. To be an advocate for arts and cultural activities in the community

Adopted 3/28/1996, Amended 2/22/2001, Amended 9/25/2003, Amended 10/23/2003



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1972 REMARKS BY COUNCILMAN ADVOCATE ARNOLD ACKERMAN

MARCH 6, 1972 – ESTABLISHING RESOLUTION

COMMENTS OF COUNCILMAN ARNOLD W. ACKERMAN MADE AT THE MARCH 6, 1972 COMMON COUNCIL MEETING AFTER PRESENTING THE RESOLUTION ATTACHED HERETO:

Councilman Ackerman: Your Honor, in support of this Resolution I would like to advise the members of the Council that there are some 24 cities and towns of all sizes in the State of Connecticut that now have Commissions on the Arts.

The Commission would in general, coordinate existing activities of which there are many in the City; make a survey of the artistic and cultural resources of Middletown; encourage individual participation and an appreciation of the Arts; actively support Arts programs in Middletown schools; promote new artistic and cultural programs in the community; plan for needed physical facilities; utilize available State and Federal funds; cooperate with our colleges to involve more Middletown citizens as participants in, and audiences at cultural events, or raise funds to provide them. Also encourage public interest in the cultural heritage of the City, and in the language of the CDAP Cultural Committee, provide a long needed meeting ground for all segments of the community.

A qualified and dedicated commission will also prove of immense benefit in bringing industry and business to our downtown area and to the City as a whole. Experience in the last few years has shown quite conclusively, at least to me, that physical renewal and redevelopment of the city are not enough to prevent apathy and decay. Along with, and perhaps even preceding physical renewal must come the renewal of the spirit of the community. The establishment and vigorous support of the Commission on the Arts and Cultural Activities of the City of Middletown will go a long way towards reaching this objective.

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RESOLUTION 1972

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:

That there shall be a Commission known as THE COMMISSION ON THE ARTS AND CULTURAL ACTIVITIES OF THE CITY OF MIDDLETOWN. The purpose of the Commission shall be to promote and stimulate general interest and participation in the creative, performing and visual arts among the citizens of the City.

The Commission shall consist of nine members, not more than five of whom shall be registered members of the same political party; who shall be appointed by the Mayor, with the advice and consent of the Common Council. Two of the nine members of the Commission shall be members of the Common Council, one from each political party. The Common Council members shall serve only during their terms of office as councilmen, and upon the expiration of such terms of office, vacancies shall exist which shall be filled as hereinafter provided. Three members shall be appointed for a term of five years; two members for a term of four years; and two members for a term of three years. Thereafter, all members except those appointed from the Common Council, shall be appointed for a term of five years. Each vacancy shall be forthwith filled by the Common Council from nomination by the Mayor for the unexpired portion of the term of the member whose place shall become vacant.

The Commission shall establish such by-laws, rules and regulations as may be necessary to achieve the purposes set out herein.

The Commission shall prepare a monthly arts calendar and make a semi-annual report to the Mayor and the Common Council. March 6, 1972

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Chapter 14. Boards, Committees and Commissions

ARTICLE V Commission on the Arts [Adopted 2-8-1978 as Ch. 24, Art. I of the 1978 Code; amended in its entirety 12-2-2002]

[§ 14-20. Establishment; membership; appointment; terms of office; officers.](#)

A. There shall be a Commission known as the "Middletown Commission on the Arts (MCA)." The Commission shall consist of eleven members, not more than seven of whom shall be registered members of the same political party, who shall be appointed by the Mayor, with the consent of the Common Council.

B. In addition to the 11 members of the Commission, there shall be two ad hoc members of the Commission from the Common Council, one from each political party, which ad hoc members shall have the right to vote but shall not be counted in determining a quorum of the Commission. The Common Council members shall serve only during their terms of office as Council members; and, upon the expiration of such terms of office, vacancies shall exist which shall be filled by the Mayor with the consent of the Common Council.

C. Members of the Commission shall serve for a term of three years commencing July 1 of the year of appointment. Each vacancy shall be forthwith filled by the Mayor with the consent of the Common Council for the unexpired portion of the term of the member whose place shall become vacant. At its first meeting subsequent to July 1 of each year, the Commission shall elect a Chairman, Vice Chairman and a Secretary.

[§ 14-21. Purposes; duties.](#) The purpose of the Commission shall be to promote, stimulate and encourage interest and participation in the sharing and expression of cultural traditions within the community and in the creative, performing and visual arts among the citizens of and in the City of Middletown. The Commission shall establish such bylaws, rules and regulations as may be necessary to achieve the purposes set out herein. The Commission shall prepare a monthly arts calendar and make a semiannual report to the Mayor and the Common Council.

[§ 14-22. Merger of Office of Arts and Culture into Office of the Mayor.](#) In accordance with Chapter V, Section 1B, and Chapter III, Section 6, of the Charter of the City of Middletown, the Office of Arts and Culture is merged into the Office of the Mayor.

[§ 14-22.1. Children's arts programs; fees.](#)

A. Children's arts programs shall be available to City residents on a first-come, first-served basis. Nonresidents may participate if there is space available after resident registration.

B. There shall be children's arts activity fees to offset the costs associated with the operating of the children's arts programs. Said fees shall be in accordance with the following schedule as set by the Common Council annually at its regular meeting in December:[Amended 5-1-2006 by Ord. No. 10-06; 5-4-2009 by Ord. No. 16-09[1]]

(1) Standard rate per program session:

- (a) First child: 100% of standard rate.
- (b) Second child: 60% of standard rate.
- (c) Each additional child: 40% of standard rate.

(2) In cases of special need, the standard fees may be reduced or waived as follows:

(a) Households in receipt of Temporary Family Assistance ("TFA") and/or those included on the Direct Certification ("DC") list receiving benefits under the State of Connecticut guidelines: no cost. Parents or guardians must supply a copy of their verification of benefits supplied by the Department of Social Services ("DSS") to qualify.[Amended 2-4-2019 by Ord. No. 01-19]

(b) Households in receipt of Supplemental Nutritional Assistance Program ("SNAP") benefits under the State of Connecticut guidelines: flat rate per household as set by the Common Council at its regular meeting in December. Parents or guardians must supply a copy of their verification of benefits supplied by DSS to qualify.[Amended 5-1-2006 by Ord. No. 10-06; 2-4-2019 by Ord. No. 01-19]

(c) Reduced rate: families with an income level exceeding the State of Connecticut's reduced lunch rate income guidelines by \$10,000 or less:

[1] First child: 40% of standard rate.

[2] Each additional child: 20% of standard rate.

(d) The City will also take into consideration any special or extraordinary financial circumstances affecting an applicant's ability to pay when processing an application submitted under this section. The Middletown Commission on the Arts is authorized to reduce the rate for program participation in situations which it deems appropriate.

(3) Nonresident rate:[Amended 12-6-2010 by Ord. No. 87-10]

(a) Double the first child standard rate for each child enrolled.

[1]Editor's Note: This ordinance also provided that it shall take effect 10-1-2009.

§ 14-14. Youth participation in government and on boards, commissions and committees. [Added 8-6-2007 by Ord. No. 16-07]

A. The Youth Participation in Government initiative relates to the key developmental need for youth to be valued and provided with meaningful roles in their community.

Empowering youth in government reinforces this need and provides opportunities that will promote a life-long commitment to civic engagement.

B. The Mayor is authorized to appoint Middletown residents, ages 13 to 18, on boards, committees and commissions, for one-year terms, beginning on July 1 of each year, where appropriate, but not limited to:

(1) Board of Health.

(2) Cable Advisory Committee.

(3) Citizens Advisory Committee.

(4) Long Hill Estate Authority.

(5) Middletown Commission on the Arts.

(6) Middletown School Readiness Council.

(7) Parks and Recreation Commission.

(8) Youth Services Advisory Board.

(9) Task forces, as convened by the Mayor, where appropriate.

C. All youth members shall be able to participate in discussion of the issues but shall not be voting members nor attend executive sessions.

D. The list of boards, committees, and commissions having youth representatives may be reviewed biannually at the organizational meeting of the Common Council.

Chapter 40. Ethics

[Article I. Code of Ethics](#)

[§ 40-1. Declaration of policy.](#)

The proper operation of the City government requires that public officials and employees be independent, impartial and responsible; that governmental policies and decisions be made in the proper channels of the governmental structure; that public office and employment not be used for personal gain; and that the public have confidence in the integrity of its government. The purposes of this Code of Ethics are to set forth standards of ethical conduct; to assist public officials and employees in establishing guidelines for their conduct; and to foster the development and maintenance of a tradition of responsible and effective public service.

[§ 40-2. Definitions.](#)

[Amended 12-7-1992]

As used in this chapter, unless a different meaning is required by the context or is specifically prescribed, the following words, terms or phrases shall have the following meanings:

[AGENCY](#)

Includes the Common Council, the Board of Education and all other agencies, authorities, boards, commissions, committees, departments and offices of the City of Middletown without exception.

[CONFIDENTIAL INFORMATION](#)

Any information which is not available to the general public under the General Statutes and which is obtained only by reason of an official's or employee's position.

[FAMILY](#)

Spouse, parent, children, siblings and their spouses or children.

[FINANCIAL INTEREST](#)

Any interest which will result in a monetary or other material benefit to an official or employee, either directly or indirectly (which has a value of more than \$50 to the official or employee), other than his duly authorized salary or compensation for his services to the City, and which is not common to the interest of all other citizens of the City. The following financial interests shall be imputed to be those of an official or employee of the City:

A. That of a spouse or child of an official or employee.

B. That of any prime contractor or subcontractor of the City in which the official or employee or any member of his immediate family has any direct or indirect interest as the proprietor, by ownership of stock or partnership interest.

[OFFICIALS or EMPLOYEES](#)

All officials, officers, members and employees of the government of the City of Middletown and of all its agencies, whether elected or appointed, whether paid or unpaid, whether permanent, temporary or alternate.

PERSONAL INTEREST

As distinguished from financial interest shall include but not be limited to an interest arising from a family relationship or business association.

TRANSACTION

The offer of or the sale, purchase or furnishing of any real or personal property, or services, by or to any person or entity directly or indirectly, as vendor or vendee, prime contractor, subcontractor or otherwise, for the use and benefit of the City or of such other person or entity, for a valuable consideration.

§ 40-3. Applicability. All City officials and employees shall be bound by this chapter.

§ 40-4. Standards of conduct.[Amended 12-1-1980; 12-7-1992]

- A. Officials and employees have an obligation to act morally and honestly in discharging their responsibilities.
- B. Officials and employees shall conduct themselves with propriety, discharge their duties impartially and fairly and make continuing efforts toward attaining and maintaining high standards of conduct.
- C. Each official serving on a multi-member agency, authority, board, commission or committee is expected to devote the time and effort necessary to the successful functioning of such agency, authority, board, commission or committee.
- D. No official or employee shall use, directly or indirectly, his City position to secure any financial interest or personal interest for himself or others.
- E. No official or employee shall, for any reason, use or attempt to use his position to improperly influence any other official or employee in the performance of his official duties.
- F. City officials and employees shall treat each member of the public professionally, courteously, impartially and fairly. No City official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

§ 40-5. Use of City resources.

No official or employee shall use or permit the use of City-owned material or City personnel in any manner prohibited by state statute, City ordinance or administrative regulation. City-owned property and City personnel may be used only for the conduct of official business, except where such resources are available to the public generally.

§ 40-6. Conflict of interest.

[Amended 12-1-1980]

- A. No official or employee shall engage in any employment or business which conflicts with the proper discharge of his official duties.

B. No official or employee shall have a financial or personal interest, directly or indirectly, in any transaction with any City agency as to which he has the power to take or influence official action. A contract in violation of this section may be declared void at the option of the Common Council.

C. If an official or employee has any direct or indirect financial or personal interest in the outcome of any matter coming before the agency of which he is a member or by which he is employed, such official or employee shall disclose on the record of the agency or to his superior or other appropriate authority the existence of such financial or personal interest. An official or employee having such a financial interest shall not engage in deliberations concerning the matter, shall disqualify himself from acting on the matter and shall not communicate about such matter with any person who will participate in the action to be taken on such matter. Unless any such personal interest is sufficiently remote from the matter, such official or employee shall not engage in deliberations concerning the matter, shall disqualify himself from acting on the matter and shall not communicate about such matter with any person who will participate in the action to be taken on such matter.

D. No official or employee, whether paid or unpaid, shall represent or appear in behalf of any individual or entity, either personally or through an associate or partner, against the interests of the City or any of its agencies in any action or proceeding in which the City or any of its agencies is a party, unless the action or proceeding is sufficiently remote from his official duties so that no actual conflict of interest exists.

E. No official or employee, whether paid or unpaid, shall represent or appear in behalf of any individual or entity before any agency of the City, or take any appellate proceedings from any action of any such agency, either personally or through an associate or partner, unless there is first a full disclosure and unless further the matter or transaction for which he is appearing is sufficiently remote from his official duties so that no conflict of interest exists and the officer or employee is not in a position to exert improper influence.

F. Nothing herein shall be interpreted or construed to prohibit any official or employee from exercising his legal rights as to his own personal interests in processing a claim against or request to the City or any of its agencies, or in defending a claim made against him by the City or any of its agencies, or to prohibit an official or employee from testifying as a witness in any administrative or judicial proceeding.

§ 40-7. Confidential information.

A. No official or employee shall, without legal authority, disclose confidential information concerning the personnel, property, government or affairs of the City.

B. No official or employee shall use confidential information to advance his own financial or personal interests or the financial or personal interests of any other person.

§ 40-8. Gifts, gratuities and favors.

No official or employee shall accept, from any one source during any period of one year, any thing or things exceeding \$50 in total value as a gift, gratuity or favor, whether in the form of a service, loan, thing or promise, from any person who or entity which to his knowledge is interested directly or indirectly, in any manner whatsoever, in a transaction with any City agency as to which he has the power to take or influence official action.

§ 40-9. Distribution of Code of Ethics.

[Added 12-7-1992; amended 6-2-1997; 11-5-2007 by Ord. No. 32-07; 5-2-2013 by Ord. No. 10-13; 5-2-2013 by Ord. No. 11-13]

The Director of Human Resources shall cause a copy of the Code of Ethics for the City of Middletown to be distributed to each employee of the City within four months of the enactment of this section. Thereafter each newly elected or appointed official or newly hired employee shall receive a copy of the Code of Ethics before entering upon the duties of their office or appointment. The Mayor's Office shall distribute copies to elected officials. A signed and dated receipt by each employee and elected official shall be kept on record in the applicable office, Human Resources Division of the Office of the General Counsel for City employees and Mayor's office for elected officials, for the duration of employment or term of office.

9

Chapter 47. Funds

Article XIV. Commission on the Arts Program and Activity Fund

§ 47-33. Purpose. There shall be a fund created to be known as the "Middletown Commission on the Arts Program and Activity Fund" to incorporate certain income and expenses associated with the Commission on the Arts.

§ 47-34. Administration. [Amended 11-6-2006 by Ord. No. 25-06]

The moneys collected will be held in a checking account with authorized signatures by the Middletown Commission on the Arts Chairperson or Acting Chairperson and the Mayor. This fund shall be subject to audit in the same manner as other City funds by MCA Coordinator and Chair. The MCA Coordinator shall file a quarterly income, expense and cash balance report with the Mayor, the Director of Finance, the Middletown Commission on the Arts and the Finance and Government Operations Commission.

10

Chapter 214. Parks, Facilities and Recreational Areas

Article III. General Regulations

§ 214-41. Union Park and Veterans Memorial Green.

A. The City of Middletown recognizes the courage, dedication and sacrifice of those of its residents who have served in the armed forces of our country and wishes to reserve certain areas for monuments to honor that commitment. Accordingly, Union Park and Veterans Memorial Green are hereby designated as parks commemorating significant military events.

B. The only monuments which may be placed in Union Park (South Green) or Veterans Memorial Green (Washington Terrace) shall be those honoring and/or commemorating significant military events. As used in this section, "monuments" shall include, but not be limited to, plaques, benches, sculptures or any structure, either natural or artificial, erected for commemorative and/or memorial purposes.

C. The decision as to what monument will be placed on Union Park or Veterans Memorial Green shall be made by the Common Council after review by the City of Middletown Public Works and Facilities

Commission with the advice and recommendation of the Middletown Council of Veterans, the Middletown Commission on the Arts, and the Middletown Design Review and Preservation Board.

D. Any organization, entity, group, or person using Union Park for other than a City of Middletown sponsored or co-sponsored event will be assessed a user fee of \$50 for each event day.

E. Reservations for use of the park must be made through the Public Works Department, at least one month prior to the event. All users must also have the proper insurance coverage, naming the City of Middletown as additional insured as defined by the City of Middletown's Risk Manager.

11

MCA Policy Statements, Addendums

▪ Commission Protocol

Everything Commission-related must go through the Arts Office and should be in writing. This includes initiatives, actions, plans, proposals, meetings, etc. considered by one or more Commissioner(s).

For example, if a Commissioner wishes to schedule a meeting, it must emanate from the Arts Office.

Meetings with the Mayor are the exception and require no notice to the Arts Office.

[Adopted at MCA meeting of 10/23/2003] 10/25/2010 (UNDER REVIEW WITH AD HOC FUNDING POLICY SUBCOMMITTEE)

▪ Display Case Policy

The Display Case, on the first floor of the Municipal Building, was built specifically to house a portion of the City Art Collection, acquired and administered by the Middletown Commission on the Arts.

The Commission's Public Art Committee shall oversee the Display Case for the Commission on the Arts. The keys to this Display Case shall be kept in the Arts Office and the Office of the Chief Custodian.

[Unanimously approved at MCA Meeting of November 16, 2005]

▪ Executive Committee

The Executive Committee is empowered to complete items on a Commission agenda not covered at a Commission meeting. Commissioners have the prerogative of changing the order of business at a meeting (with majority approval) in order to attend to items that are considered to be of special importance.

When the Executive Committee deals with agenda items outside of Commission meetings, decisions will be based on committee recommendations and budgeted expenditures.

Items outside of Committee and budget, of a routine nature, will also be handled.

Those items the Executive Committee considers to be of an extraordinary nature will result in full Commission contact and/or special meeting.

Executive Committee decisions will be reported at the earliest Commission meeting.

[Approved/Adopted January 30, 1980]

▪ **Financial Awards Outside of the Granting Period**

It shall be the policy of the Middletown Commission on the Arts to award funds to individuals, organizations and/or projects only when said funds have been applied for in accordance with current and future Grants and/or Matching Funds procedures and requirements. Exceptions to this policy will be by two-thirds vote of the full Commission when they elect to become a sponsor and/or to exercise an active participating role in the use of said funds. Exceptions will be considered as part of the Commission's program for the fiscal year and said funds will be drawn from the appropriate program funds.

Criteria for Request Considerations Request could not be justifiably accommodated under the Grants/Matching Funds program (meaning that the request is not due to poor planning, etc.).

Request meets a justifiable emergency need. The request is for a program/event/etc. that the Commission wishes to lend its name to because of high visibility, broad community impact, once in a lifetime opportunity. [Policy adopted January 11, 1982 Readopted, as above, July 25, 1985]

▪ **Grants Policy**

It shall be the policy of the City of Middletown Commission on the Arts to verify and follow-up all "letters of support" submitted with Grants applications. Said verification and follow-up will be the responsibility of the Grant Panel and staff. [1/26/89, Rev. 12/28/2010]

▪ **Middletown High School Senior Art Award**

Prepared by the Public Arts Subcommittee. The Middletown Commission on the Arts is pleased to announce the establishment of the Middletown High School Senior Art award. Each year, a panel of three judges appointed by the Commission, will select an outstanding work of art from the Middletown High School Senior class. The winning artist will receive a cash award at the Middletown High School Senior Awards Assembly. The art work will be displayed in City Hall for the following year. A plaque with the artist's name will be mounted nearby and a new name added each year. In this way, the Middletown Commission on the Arts recognizes the ongoing excellence of the art program in the Middletown Public Schools and, through this award, seeks to encourage young people to pursue a career in the visual arts. [Approved by the Middletown Commission on the Arts at its meeting of May 24, 2006]

MCA - Middletown High School Senior Student Art Award FAQ

Name of award?

The Middletown Commission on the Arts Middletown High School Senior Art Award

When will work be viewed and selected?

At the senior art show at the High School held annually in the spring.

Will work from other High Schools be considered or just Middletown High School?

Middletown High School only

Who will be the judges and selection committee?

Panel of three to be selected annually by the Public Art Committee. If possible one judge should be selected from artists represented in the public art collection. A second judge should be a notable member of the Middletown art community.

Criteria for selection

Senior art student at Middletown High School

Excellent quality of work

All media considered

Work to be displayed at City Hall for one year then returned to student.

Amount of award?

\$150.00 Certificate from the Middletown Commission on the Arts Award of check and certificate will be made at the annual Senior Awards Ceremony at Middletown High School by a member of the Middletown Commission on the Arts.

How will publicity be handled?

Announcement to students of the plan for award will be made in the spring by the arts faculty. Art teachers will give Public Art Committee the names of students who wish to be included in the award selection. Publicity at time of award will be handled by the Commission Publicity Committee.

▪ **Policy and Procedures “Conflict of Interest”**

Commission members and staff are frequently interested in or involved professionally in the arts. It is, therefore, important that such persons constantly be mindful of possible conflicts of interest and be alert to avoid any action of, or use of, their position to further their own interests or those of an organization with which they are affiliated.*

To this end, within thirty (30) days after assuming commission duties, each Commissioner/Staff shall file a statement outlining his/her employment or affiliation with and interests (financial or otherwise) in organizations eligible for Commission support. Commissioners/Staff are expected to update their outlines with current information.*

In addition to stipulations adopted by the City Ethics Code (Chapter 30 of the Code of Ordinances, Sections 30-1 through 30-21, inclusive and entitled “Code of Ethics”), the City of Middletown Commission on the Arts adopts the following policy and procedures when dealing with funding considerations.

Commissioners/Staff will abstain from discussions and Commissioners will abstain from votes on all disbursement of Commission funds – except as provided by the Commission’s procedures on Matching Funds and Grants Programs** - for Commission consideration:

1. Where they have a financial interest in the applicant organizations
2. Where they are an officer and/or a member of the board of directors of the applicant organization; or, where they have a direct participation in the programming and/or planning of the applicant organizations.
3. Where they are directly related to the applicant (immediate family).
4. Where they have a vested interest in the applicant and/or applicant organization from which they stand to gain financially from the awarding of funds.

The Commission Chair will begin funding award and applicable Matching Funds and Grants** discussions by calling for Commissioners to declare which awards they will abstain from.

In the instance in which a Commissioner does not voluntarily abstain from the discussion and votes on an application (request), any other Commissioner may call for a challenge vote by making the motion to declare the vote cast by the challenged party as an “abstention”. This motion will require a two-thirds vote of those present for approval.

▪ **Vacancies/Opening**

The City of Middletown Commission on the Arts understands that the ability to continue to effectively fulfill its ordinance mandate is based on maintaining an active, interested, representative, committed and participatory membership.

To encourage the maintenance of such a membership, it shall be the policy of the Commission, when vacancies or openings arise, to keep the Mayor apprised of any imbalances that do not reflect true community representation.

It shall also be the policy of the Commission to keep the Mayor apprised of citizens who have been recommended to the Commission as being potentially valuable assets to it or who have expressed committed interest in serving on it.

The Commission hereby notes that this policy is in no way to be construed or interpreted as infringing upon any aspect of the Mayoral right of appointment and is hereby adopted as a policy of responsible information presentation that the Commission considers to be in the best interests of Middletown arts and culture and the City of Middletown.

• **Amendment to Bylaws/Planning and Projects Committee**

Planning & Projects Committee: The Planning & Projects Committee shall be composed of members appointed by the Chair, with the approval of the MCA, at the commencement of the Chair's term of office. This committee is entrusted with the responsibility of proposing, developing, advancing, and overseeing the arts commission's various projects, events, and initiatives. The tasks of this committee include planning and execution of events that promote the MCA. Routine matters falling within the purview of its expertise shall also be handled by the Planning & Projects Committee. In cases where extraordinary projects are identified, as determined by the committee, a recommendation for full MCA involvement or a special meeting may be proposed. The committee shall provide regular reports on project progress at the MCA meetings to ensure transparency and alignment with the commission's overall objectives. [Adopted October 25, 2023, MCA Regular Meeting](#)

- [Arts Advocacy Award \(open link for descriptions\)](#)
- [Music Ambassador Award \(open link for descriptions\)](#)

For additional MCA documents, visit:

[Middletown Commission on the Arts | Meeting Dates, Agendas, and Minutes](#)
[Arts & Culture Office](#)

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Commission on the Arts and Cultural Activities

1972

Marjorie Rice Rosenbaum, Chair

Arnold Ackerman,* Vice Chair | Julia Manchester, Secretary

James Crayton, Joyce Kirkpatrick, Willardt McRae*, Donald Gratz, Willard Lockwood, Sybil Paton

Commission Members 1972 to Present

Arnold Ackerman*	Frances Ganguli	Leo Kania
Betty Adams *	Sebastian Garafalo*	Elaine Bennett Kingsland
Susan Allison***	Maria Magnee Garvin	Joyce Kirkpatrick
Martha Añez	Anthony Gaunichaux*	Ronald Klattenberg*
Barbara Arafeh	Stephen Gionfriddo*	Frank Kuan
Rose Aresco	Sebastian Giuliano*	Crystal Laffan
Franca Biales	Lee Godburn	Joyce Langille-Rak
John Basinger	Charles Graham	Michell Lau**
David Bauer*	Donald Gratz	Jennifer Hawkins Lecce
David Bengtson*	Nancy Guida	Thomas Lineberry*
Lynn Bernstein	Cristina Gutierrez **	Willard Lockwood
Hannah Breton**	Cheryl Ann Hale***	Julia Manchester
Marilyn Brock	Priscilla Harnesk	Christine Marselli*
Carol Buckman	Avis Hatcher	Claudia Mazzotta
Richard Chiarappa	Lauren Hodge**	Louis Mazzotta
Amy Collins	Jay Hoggard	Joe McCarthy
Nancy Conaway-Raczka*	Patricia Hubbard	Charlotte McCoid
James Crayton	Edward Jackson	Jane McMillan
David Davis	Judith Jenison	Williard McRae **
Cassandra Day	Allen Jones	Amber Michael
Patricia Evans	Justin Joven	Kisha McWilliams Michael
Julia Faraci	Matthew Kabel	Glenda Milardo
John Frazer	Richard Kamins	Joseph Milardo*

Anthony Moran**	Robert Santangelo*
Noah Lourie-Mosher**	Germaine Schumacher
Cristian Narvaez**	Roger Shaffer
Megan Nesci	Stephen Shapiro*H
Marlene Olson	Phyllis Sienna
Anthony Pandolfe	Jeff Sitz**
Sybil Paton	Pamela Steele
Emanuel Pattavina*	Georgia Svolos
Richard Pelletier	Rev. Stanley Szczapa
Philip Pessina	Phrances Szewczyk*
Diane Petras	Kate Ten Eyck
Marc Pettersen	Donald Thayer
John Powers	Donna Thompson
Chelsea Rak**	Dominique Thornton*
Robert Resnikoff	Lance Timmons**
Sharon Riley	Lea Tomaszewski
Lynn Riley	Jeff Van Kirk
Mae Catherine Riley	Gary Wallace
John Risley	Jewel Privott-White
Sari Rosenblatt	David Wolfram
John Robinson*	Carol Work
Earle V. Roberts, Jr.*	
Marjorie Rice Rosenbaum	<i>*Members of the Common Council</i>
Howard Rulnick	<i>** Youth-in- Government (originated 2008)</i>
Louise Russo	<i>*** Poet Laureate</i>
Sandra Russo Driska	
Sheila Sabo	
Linda Salafia*	
James Salonia	
David Santacroce	

Founding Commission Resolution	March 6, 1972
Original Bylaws Adopted	December 1972
City Ordinance Founding Commission	June 1976
Bylaws Review and Adopted Changes	October 9, 1979
Bylaws Review and Adopted Changes	April 28, 1983
Bylaws Review and Adopted Changes	October 25, 1990
Bylaws revised:	July 22, 1993
Adopted/revised:	October 28, 1993
Revised	February 22, 2001
Revised	April 25, 2002
Revised	October 23, 2003
Revised	July 1, 2024
Updated	July 19, 2024

* Excerpts, in part, from the Connecticut Commission Policy Statement

** Matching Funds and Grants references adopted/approved March 25, 1982
 [Approved/Adopted July 23, 1981 Staff corrected for code sections and gender February 23, 1995]

End of document.