

CITY OF OAKLAND

Cultural Affairs Commission Meeting Agenda

**Monday, October 27, 2025
5:30 – 8:30 PM**

Please note that all meetings of the Cultural Affairs Commission will be conducted in person at:

**Oakland City Hall
1 Frank H. Ogawa Plaza, Hearing Room 1 (First Floor), Oakland, CA
94612**

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/84761257645>

Phone one-tap:

+16699006833,,84761257645# US (San Jose)

+14086380968,,84761257645# US (San Jose)

Join via audio:

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

Webinar ID: 847 6125 7645

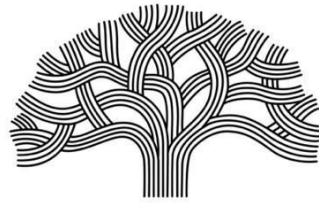
International numbers available:

<https://us06web.zoom.us/j/kcqYJBKVK>

RE: ZOOM PARTICIPATION + COMMENT PERIODS

All Cultural Affairs Commission meetings will be conducted in person. The Cultural Affairs Commission is no longer accepting public comments via Zoom or telephone. There are two opportunities for the public to address the Cultural Affairs Commission and City staff. The first opportunity is during the "Public Comment" period, for items on the agenda. The second opportunity is during the "Open Forum" period. Dialogue during the meeting with Commissioners, City staff, or its guest speakers is not permitted outside of the two comment periods.

Written public comment can be submitted by 5:00 PM THE DAY BEFORE the meeting starts to culturalaffairs@oaklandca.gov. Any comments received via email during the duration or after the meeting may not be entered into public record but will be shared with the Commission and City staff later.



CITY OF OAKLAND

Cultural Affairs Commission

**Monday, October 27,
2025**

**5:30 – 8:30 PM
AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. LAND ACKNOWLEDGEMENT + CITY OF OAKLAND LOVE LIFE ACKNOWLEDGEMENT**
- IV. ACTIONS ON SPECIAL ORDERS OF THE DAY (Ceremonial Presentations, Including Proclamations, Individual Recognitions, etc.)**
 - a. Introduction of new Commissioners**
- V. MODIFICATIONS TO THE AGENDA AND PROCEDURAL ITEMS (Requests To Reschedule Items, Change Order Of Items, etc.)**
- VI. PUBLIC COMMENT (for items on the agenda)**
- VII. ACTION ITEM: APPROVE MEETING MINUTES**
 - a. Approve Minutes from the July 28, 2025 Cultural Affairs Commission Meeting**
- VIII. DISCUSSION AND POSSIBLE ACTION ITEM: CULTURAL AFFAIRS COMMISSION CONFLICT OF INTEREST POLICY**
 - a. Presented by Vanessa Whang, Chair, Cultural Affairs Commission**
- IX. DISCUSSION AND POSSIBLE ACTION ITEM: CULTURAL AFFAIRS COMMISSION BYLAWS**
 - a. Presented by Vanessa Whang, Chair, Cultural Affairs Commission**
- X. INFORMATIONAL ITEM: CULTURAL AFFAIRS DIVISION UPDATE**
 - a. Cultural Affairs Manager's Update**

b. Program Updates: Cultural Funding & Public Art

XI. CULTURAL AFFAIRS COMMISSION CHAIR'S UPDATE

XII. COMMISSIONER UPDATES

XIII. INFORMATIONAL ITEM: COMMISSION SCHEDULE & PROPOSED WORKPLAN

XIV. OPEN FORUM

XV. ANNOUNCEMENTS

XVI. ADJOURNMENT

**Next Regular Meeting: Monday, January 26, 2026 from 5:30 –
7:30 PM at Oakland City Hall – 1 Frank H. Ogawa Plaza, Oakland,
CA 94612**

Oakland Cultural Affairs Division of the Economic & Workforce Development
Department 1 Frank H. Ogawa Plaza, 9th fl. Oakland, CA 94612
www.oaklandculturalarts.org

This meeting location is wheelchair accessible. To request disability-related accommodations or to request American Sign Language (ASL), Cantonese, Mandarin, or Spanish language interpreter, please email culturalaffairs@oaklandca.gov or call (510) 238-2212 Or 711 (for Relay Service) at least five (5) business days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantones, mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a culturalaffairs@oaklandca.gov o llame al (510) 238-2212 o al 711 para servicio de retransmisión (Relay service) por lo menos cinco días hábiles antes de la reunión. Se le pide de favor que no use perfumes a esta reunión como cortesía para los que tienen sensibilidad a los productos químicos.
Gracias.

會場有適合輪椅出入設施。需要殘障輔助設施, 手語, 西班牙語, 粵語或國語翻譯服務, 請在會議前五個工作天電郵culturalaffairs@oaklandca.gov 或致電 (510) 238-2212或 711 (電話傳達服務)。請避免塗搽香氛產品, 參加者可 能對化學成分敏感

Địa điểm tổ chức cuộc họp có đường dành riêng cho xe lăn. Để yêu cầu các phương tiện hỗ trợ phục vụ người khuyết tật hoặc yêu cầu thông dịch viên ASL, tiếng Quảng Đông, tiếng Quan Thoại hoặc tiếng Tây Ban Nha, vui lòng gửi email đến địa chỉ culturalaffairs@oaklandca.gov hoặc gọi đến số (510) 238-2212 hoặc 711 (với Dịch vụ Tiếp âm) ít nhất năm (5) ngày làm việc trước khi cuộc họp diễn ra. Vui lòng không sử dụng các sản phẩm có mùi thơm khi tham gia cuộc họp này như một phép lịch sự đối với những người tham dự nhạy cảm đối với các chất hóa học.

Cultural Affairs Division - Economic & Workforce Development Department Cultural Affairs Commission Contacts – Pamela Mattera, Acting Cultural Funding Coordinator
Email: culturalaffairs@oaklandca.gov
Phone: (510) 238-6369
Telecommunications Relay Service: 711

Land Acknowledgement

On behalf of the Cultural Affairs Commission & Public Art Advisory Committee:

We want to take a moment to honor the traditions and territory we are a part of.

Those of us on the land we now know as Oakland and lands all the way up to Albany are in Huichin (*Hooch-yoon*), the uncaded territory of the Chochenyo (*Cho-Chen-yo*)-speaking Confederated Villages of Lisjan (*Lih-Shawn*) Ohlone.

We stand with the Lisjan people and their right to legal recognition and benefits from the US Government.

LOVE LIFE ACKNOWLEDGEMENT (abridged version)

We acknowledge that in service to our beloved city of Oakland, and all its citizens, adhering to the city of Oakland's official motto, "Oakland Love Life" we enter into this space committed to embody love as our guiding principle.

We acknowledge Love Life as our motto as we denounce violence in all forms and the conditions that create it.

We acknowledge that when we demonstrate love, we also exhibit respect and kindness towards each other.

We commit to acts of love as an intentional force to generate tangible solutions, in regards to all of our actions.

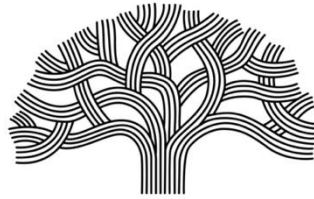
We recognize as leaders, we must set an example and precedent for those in community who have entrusted us with these duties.

We welcome and appreciate all contributions to this space, and even when expressing disagreement, we request that we lead with love in your heart.

We seek to find common ground, and tangible solutions that demonstrate love for our city, its residents, and all constituents.

We acknowledge that when we lead with love we are able to uplift a thriving city rooted in equity, equality, justice, inclusion, and opportunity for all.

We commit to the action of "Love Life" as our motto and mantra.



CITY OF OAKLAND

Cultural Affairs Commission

Meeting Minutes

Monday, July 28, 2025

5:30 – 8:45 PM

Members in Attendance: Vanessa Whang (Chair), Jim Santi Owen (Vice Chair), Kev Choice, Jennifer Easton, Michelle Mush Lee (arrived 6:15 pm), Ilana Lipsett, Mandolyn “Mystic” Ludlum

Members Absent: Olaywa K. Austin (unexcused)

Staff in Attendance: Josie de Mira, Pamela Mattera, Kristen Zaremba

Guest Speakers: Bebe LeGardeur and Khalilha Haynes, Strategic Planning (Planning and Building Department); Cristy Johnston Limón, Deputy Director of Economic and Workforce Development; and Ashleigh Kanat, Director of Economic and Workforce Development

Call to Order/Roll Call

1. Welcome

The meeting was called to order by Chair Whang at 5:35 PM.

2. Land Acknowledgement + Official City of Oakland Love Life Acknowledgement

Commissioner Ludlum read the Land Acknowledgement and Commissioner Choice read the City’s [Love Life Acknowledgement](#).

3. Actions on Special Orders of the Day

Chair Whang presented Commissioner Choice with a Mayoral Proclamation in recognition of his service on the Cultural Affairs Commission and Commissioners expressed their appreciation of his service. A motion to amend the order of the agenda to postpone recognition of Commissioner Lee until after her arrival made by Commissioner Easton and seconded by Commissioner Lipsett.

4. Public Comment

Public comments were entered by Roberto Bedoya, Ayinde, and Ustadi Kadiri.

5. Action Item 1: Approval of Minutes from April and May

Motion to approve meeting minutes from April 28, 2025, and May 19, 2025, made by Commissioner Choice and seconded by Vice Chair Owen.

Ayes: Choice, Easton, Lipsett, Ludlum, Santi Owen, Whang
Absent: Austin, Lee

The motion passed.

6. Discussion Item: Oakland General Plan Phase 2

Bebe LeGardeur, Planner II, and Khalilha Haynes, Planner III, both of the Strategic Planning team in the Planning and Building Department, provided an overview of Phase 2 of the General Plan Update. LeGardeur shared the definition of a General Plan and noted that racial equity and inclusive engagement are key components of the Oakland Plan. The Phase 2 Update kicked off in fall 2024 and is expected to continue through 2026; the team developed a robust community engagement plan to achieve more inclusive engagement with a focus on learning from Oakland's most impacted residents such as communities experiencing negative environmental impacts, communities of color, and youth. A survey will open from July 30 – September 24 for feedback on preferred options for development. Phase 2 Elements to be updated include: Land Use and Transportation Element (LUTE); Infrastructure and Public Facilities Element; Open Space, Conservation, and Recreation (OSCAR) Element; and Noise Element. Discussion questions addressing the role of arts and culture in the General Plan Update were presented to the Commission.

Commissioners inquired about additional opportunities to provide substantive feedback, current references to arts and culture in Phase 2 documentation, buy-in at the Council and Mayoral levels, case studies from other cities, and the success of the Phase 1 Update. Commissioners also emphasized implementing arts and culture in each element, engaging with artists currently addressing climate resilience, and referencing the work of the California Creative Corps. An additional discussion point encouraged positioning arts and culture at the forefront of new industries/economic engines in the City. Haynes shared that 10,000 residents were engaged in the Phase 1 Update and can participate in the Phase 2 Update by joining the General Plan Advisory Committee or Community Advisory Subcommittees and by completing the survey. She also noted that there will be a public education campaign shared via social media and on IKE digital kiosk billboards and buses. Chair Whang thanked LeGardeur and Haynes for their presentation and indicated that the Commission is interested in engaging with and supporting this work by selecting a representative for the General Plan Advisory Committee, and possibly supporting further with subcommittee work.

7. Return to Special Actions on the Day

Chair Whang presented Commissioner Lee with a Mayoral Proclamation in recognition of her service on the Cultural Affairs Commission and Commissioners expressed their appreciation of her service.

8. Public Comment

Public comments were entered by Carlos Uribe, Roberto Bedoya, Ayinde, Latanya, Ted Russell, and Diane Sanchez.

9. Discussion Item: Economic Development Action Plan

Cristy Johnston Limón, Deputy Director | Business Development Manager for the Economic and Workforce Development Department, presented the draft five-year Economic Development Action Plan (EDAP) to the Commission, focusing on how arts and culture are embedded in the strategy. She provided a high-level overview of the strategy, its guiding framework, goals, and key actions for feedback and reflection in preparation for presentation at the Community Economic Development

Committee meeting on September 30. The EDAP is a direct result of two years of listening and conversation and will be adjusted in real time. The plan recognizes that arts and culture are Oakland's competitive edge, and its fifth stated goal is to amplify Oakland's social and cultural activities.

Johnston Limón asked Commissioners for specific feedback on the following questions regarding the EDAP: are artists and cultural practitioners reflected, does it capture what's most vital, and are there identifiable gaps?

Commissioners highlighted the work needed around reinforcing the narrative that arts and culture are core to the City's values and an explicit component of the business economy and ensuring the EDAP is made legible through plain writing (ie. no jargon) and language that resonates with the cultural sector. They advocated for a clear communication plan to demonstrate that these suggested strategies will uplift historically marginalized individuals and communities. Commissioners encouraged dialogue around the expanding creative economy and modes of cultural expression like collectives, cultural expression through food, etc. Additional suggestions included placing arts and culture as the first goal on the list, centering the well-being of Oaklanders as the most critical piece of the strategy, incorporating more data points about the revenue that arts and culture generates in Oakland, and thinking more expansively about stakeholders; most of those currently listed are people or entities who already have power.

10. Economic and Workforce Development Department Update

Ashleigh Kanat, Director of Economic and Workforce Development, provided an update on the department and opened by thanking the commissioners for their efforts in the restoration of the Cultural Affairs Manager position. The Manager position will be posted in August and open for six weeks; she hopes to have someone in the seat by the end of the calendar year. Kanat then plans to staff up the Cultural Affairs Division with the input of the new permanent Manager.

She next addressed the work of the Division, noting that with budget and staffing shifts, there have been and will be some changes. These changes include the fiscal and relational stewardship of cultural facilities and an increased focus on cultural districts. The Department has engaged a consulting team to think more deeply about a framework and resources for cultural districts with conversations in community an integral component. In partnership, Cultural Affairs and Special Events will work to develop a program to leverage Fairs and Festivals as levers for economic development and cultural expression. Kanat does not see a lot of potential for cultural grantmaking over this biennial budget but hopes to build that back in over time, pointing to the success of the Oakland Arts & Culture Pooled Fund.

11. Open Forum

Comments were entered by Latanya, Natalia Neira, and Ayinde.

A motion to extend the meeting by 15 minutes made by Vice Chair Owen and seconded by Commissioner Easton. The motion passed.

12. Cultural Program Updates

Pamela Mattera, Assistant Cultural Funding Coordinator, shared a brief update, noting that she has been working on the Oakland Arts & Culture Pooled Fund and on Organizational Assistance grant

contracts. These \$6,500 grants will be disbursed beginning next week. She also shared a sample of press clips announcing the Pooled Fund on July 16.

Kristen Zarembo, Public Art Coordinator, shared that she and Josie De Mira, Assistant Public Art Coordinator, have been working towards artist selection for a public commission at DeFremery Park. A community-based selection panel recommended awarding the commission to Vanessa “DJ Agana” Espinoza. She also highlighted that two artists recruited to the qualified pool as a result of the Cultural Strategists-in-Government program, Shogun Shido and Isadora Gullov-Singh, were selected for private commissions in Oakland, representing the first permanent projects for each artist.

13. Announcement & Acknowledgements

Commissioner Easton acknowledged the loss of Oakland visual artist and teaching artist Raymond Saunders. Chair Whang acknowledged the loss of Greg Morozumi, co-founder of EastSide Arts Alliance.

14. Adjournment

Motion to adjourn by Commissioner Choice, seconded by Commissioner Lee.

The meeting adjourned at 8:45 PM.

Cultural Affairs Commission Conflict of Interest Policy (rev. 10-2025)

The laws pertaining to conflicts of interest are broad and complex. It is important for Commissioners participating in city government to have a basic understanding of conflict laws so they understand how to identify a potential conflict situation should one arise.

Most financial conflict of interest laws are contained in the [California Political Reform Act](#) of 1974 (PRA). The PRA states that a financial conflict of interest may exist when a person influences a decision that will materially affect an economic interest connected to them or their immediate family.

In 2014, the Oakland City Council passed the [Government Ethics Act \(GEA\)](#) which provides a comprehensive framework of ethics laws for public servants in Oakland, and pertains to your service as a Commissioner. Provisions in the GEA include conflicts of interest, misuse of City position/resources, gift restrictions, and more. The GEA mirrors the PRA and codifies state ethics laws at the local level.

The Cultural Affairs Commission (CACom) has a responsibility to advise the Mayor, the City Council, and City Administrator of Oakland on matters affecting cultural development in the community and to perform its duties while affirming fair and equitable access to opportunities, information, and resources. Therefore, all sitting Commissioners and entities with which they are professionally associated as a staff or board member are asked refrain from applying to grant programs offered by the Cultural Affairs Division or entering into a contract with the Cultural Affairs Division for professional services.

A Cultural Affairs Commissioner's role is to act as an ambassador for Oakland's arts and culture sector and to advocate for it within city government. The public's perception of a Commissioner's influence on grant or funding opportunities, should they be in a position to benefit personally or professionally from them, could result in a loss of trust for the Commission, Division, and City of Oakland.

A person "influences" government decisions when they make or participate in making them, when they create or amend policy affecting such decisions, or when they attempt to use their official position to affect the outcome of the decision. It is often not enough to refrain from voting on a matter that involves a conflict of interest—the law requires that one completely refrain from all participation or attempts to influence the outcome.

The law identifies six basic kinds of "economic interests":

- business entities in which you, your spouse, or your dependent children have an investment;
- real property in which you, your spouse, or your dependent children have an investment;

- sources of income paid to you or your spouse 12 months before the governmental decision was made;
- business entities in which you hold a position of management, employment, or executive responsibility;
- persons who have given or promised you gifts totaling \$250 or more within 12 months before the time you make a governmental decision; and
- the personal finances of you and your immediate family.

The Cultural Affairs Commission considers conflicts of interest to arise when:

- you, or a member of your immediate family (including someone with whom you are in a romantic relationship), are an employee, paid contractor, or board member of an applicant to a grant opportunity with the Cultural Affairs Division;
- you, or a member of your immediate family (including someone with whom you are in a romantic relationship), are an employee or paid contractor of the Mayor, any City Councilmember, or the City Administrator;
- you have a pending legal dispute with the City of Oakland;
- you have a long-standing affiliation or relationship with an applicant and could be seen by the public to not have an objective stance towards them.

Should you have any question about whether or not you may have a conflict of interest regarding a matter under your review, please advise CAD and CACom leadership as soon as possible to discuss the matter.



CITY OF OAKLAND

Cultural Affairs Commission

BYLAWS AND RULES OF PROCEDURE

October 2025 – DRAFT

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Abbreviations and Definition of Terms

The following terms, whenever used or referred to herein, shall have the following meanings, unless a different meaning is clearly made apparent by the context:

Brown Act shall mean the State of California’s open meeting laws ([Government Code sections 54950 et seq.](#)).

CAD is an abbreviation for the Cultural Affairs Division of the Economic and Workforce Development Department.

CACom is an abbreviation for the Cultural Affairs Commission.

Charter shall mean the [Charter of the City of Oakland](#).

Commission shall mean the Cultural Affairs Commission (CACom).

Commissioner shall mean a voting member of the CACom.

Committee shall mean a standing committee or ad hoc committee of the Commission not comprising a quorum of full members.

Meeting shall mean any gathering of a quorum of members of the Commission to hear and/or discuss any item of Commission business or potential Commission business, and as otherwise defined in Oakland Municipal Code section 2.22.030.F.

Municipal Code shall mean the [Oakland Municipal Code](#) (OMC).

Quorum shall mean the number of Commissioners permitted to undertake the business of the CACom, which is defined in Ordinance No. 13561.

Sunshine Ordinance shall mean Chapter 2.20 in the [Oakland Municipal Code](#). Briefly, the Sunshine Ordinance promotes access to government documents and timely notice of public meetings.

Article I – Authority and Governance

1. Name

Cultural Affairs Commission (CACom)

2. Creation of Commission

As of May 1, 1991, pursuant to [Section 601](#) of the Charter of the City of Oakland, the Cultural Affairs Commission was created.

3. Authority

[Ordinance No. 13561](#) is the most recent enabling regulation that amended and restated the establishment and duties of the Commission.

The business of the Commission shall be conducted, including regular meetings and special meetings, pursuant to the state's [Brown Act](#), the City of Oakland's [Sunshine Ordinance](#), and the City of Oakland's [Government Ethics Act](#). To the extent these Bylaws conflict with the proceeding laws and legislation, those laws and legislation

shall govern, unless these Bylaws hold a higher ethics standard than the proceeding laws and legislation.

4. Robert's Rules of Order

The business of the Commission shall be conducted by Robert's Rules of Order, except to the extent that anything in these Bylaws or proceeding laws and legislation above conflict, in which case these Bylaws and applicable laws and legislation shall govern.

Article II – Commission Membership

1. Eligibility

The Commission shall consist of eleven (11) members who are Oakland residents. Appointments to the Commission are made pursuant to [Section 601](#) of the Charter. In making appointments, the Mayor shall accept for consideration recommendations offered by each Councilmember and by the Commission. To the extent practicable, appointments to the Commission shall be made using the guiding principles of cultural equity and reflect the demographic and geographic diversity of the City.

Commissioners shall receive no salary for serving.

2. Terms of service

Commissioners shall serve three (3) year terms, except when an appointment to fill a vacancy shall be for the unexpired portion of the term only. Commissioners may serve two (2) consecutive three-year terms, plus any initial term to fill a vacancy that is for less than one (1) year. Termed-out Commissioner(s) may continue to serve as holdover appointment(s) until new Commissioners are appointed pursuant to Charter [Section 601](#). A former member of the Commission can be appointed to the Commission for up to another two (2) consecutive three (3) year terms only after a full term of three years has passed after the end of the member's full second three (3) year term.

Commissioner terms normally begin on October 1 and end on September 30, three (3) years hence, unless filling the unexpired portion of a vacancy.

3. Code of conduct

Acceptance of the Oath of Public Office constitutes a Commissioner's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Oakland and all applicable state and federal laws. To do so, Commissioners shall:

- a. Maintain the highest standards of professional and personal conduct;
- b. Support CAD's mission, goals, and objectives;
- c. Treat all City staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;
- d. Instill in the public a sense of confidence about the Commission's conduct and intentions;
- e. Uphold all laws and regulations; and refrain from using their official positions to secure special advantage or benefit for themselves or others;
- f. Refrain from applying to CAD-funded grant programs as an individual or enter into a professional services contract with CAD;
- g. Ensure that any eligible organization of which they are an employee, contractor, or board member refrains from applying to any CAD-funded grant program or forfeit their position as a Commissioner.

Given that the Commission was established "for the purpose of advising the Mayor, City Council and City Administrator" (see Article III – Roles of Commission), no current employee or contractor of the Offices of the Mayor, City Councilmembers, or City Administrator will be recommended for an appointment to the Commission.

4. Resignation

A Commissioner voluntarily resigning from the Commission shall immediately submit written notice to the City Clerk, Commission Chair, and CAD staff of the effective date of their separation. CAD staff shall inform the appointing authority of the special vacancy and perform all tasks necessary to fill the vacancy.

5. Removal

A member may be removed pursuant to [Section 601](#) of the City Charter. Among other things, conviction of a felony, misconduct, incompetency, inattention to or inability to perform duties. Regular attendance at Commission meetings is critical for the body to function effectively. Absence from three consecutive regular meetings except on account of illness or when absent from the City by permission of the Commission shall constitute cause for removal.

6. Separation

Upon leaving the Commission, whether by resignation or removal, former Commissioners may not, for one year after termination of their service, communicate with any officer, Commissioner, or CAD employee if the communication is on behalf of any other person and with the intent to influence a government decision and shall otherwise comply with the “revolving door” restrictions of OMC section 2.25.050.

Article III – Roles of Commission

1. Duties

[Ordinance No. 13561](#) is the most recent enabling regulation that amended and restated the establishment and duties of the Commission, which include the following:

- a. Advise the Mayor, City Council, and City Administrator on matters affecting cultural development in the community;
- b. Review and comment on City and community policies, programs, and actions which affect arts and cultural development in Oakland;
- c. Advise the Mayor, City Council, and City Administrator on recommendations arising out of the Cultural Plan affecting City support for cultural development
- d. Act as ambassadors and advocates for the people of Oakland through the design, development, and implementation of a Commission work plan after consultation with the Cultural Affairs Manager or other City staff as designated by the City Administrator;
- e. Encourage and assist in the development of support for individual artists, traditional artists, and nonprofit arts and culture organizations within Oakland;
- f. Make cultural planning status reports and recommendations to the Mayor, City Council, and City Administrator regarding actions to be taken by the City to fund, assist, and encourage activities in support of artistic, cultural, and humanities activities in the City;
- g. Submit an informational report to the City Council committee designated as liaison to the Commission (i.e., the Life Enrichment Committee) as directed by the Chairperson of said committee;
- h. Informational reports submitted as required in this Section must include detailed descriptions of operating and staffing needs, to be developed and maintained by the department responsible for staffing and administration of the commission;

- i. Take such other actions as may be necessary or desirable to promote public awareness of, and participation in artistic, cultural, and humanities activities in Oakland;
- j. Perform such other functions and duties pertaining to Commission member's role as advocates and ambassadors as may be directed by the Mayor, City Council or City Administrator.

2. Officers

The Commission's officers shall be a Chairperson (or Chair) and Vice Chairperson (or Vice Chair) chosen from and by current members of the Commission.

- a. Nominations and elections for the officers of the Commission shall be conducted at the meeting immediately preceding October 1st. The nominations for and election of the Chair will be held first, followed by the nominations for and election of the Vice Chair.
- b. Terms of the Chair and Vice Chair shall be for two (2) years effective at noon on the 1st day of October and continue to the last meeting day of September two (2) years hence.
- c. If the office of the Chair is vacated before the expiration of a term, the Vice Chair shall serve as Chair until the next regular meeting. The Commission shall conduct an election for Chair at the next regular meeting to fill the unexpired portion of the vacancy. If the Vice Chair is elected as chair, there shall be an election for a new Vice Chair at that meeting.
- d. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held.
- e. Regular elections for Chair and Vice Chair shall take place on their regular schedule once the unexpired portion of the terms end.

The duties of the Chair shall consist of the following:

- a. The Chair shall preside at all meetings of the Commission;
- b. The Chair shall work with the CAD Manager and staff to prepare the agenda for all regular and special Commission meetings. Suggestions for agenda items may be submitted to the Chair and/or staff no later than 10 business days prior to the meeting;

- c. The Chair may call a special meeting of the Commission;
- d. The Chair may create ad hoc committees to perform such advisory functions as they shall determine and may appoint or remove Commissioners from such committees;
- e. The Chair, or their designee, shall represent the Commission in meetings or communications with local officials and the public;
- f. The Chair, or their designee, shall serve as the liaison to the press for CACom;
- g. The Vice Chair shall assist the Chair as directed and shall assume all the obligations and authority of the Chair in the absence or recusal of the Chair;
- h. The Chair and Vice Chair shall work together with CAD staff to recommend candidates to the Mayor for the Commission.

In the event that both the Chair and Vice Chair are absent or unable to act in their respective capacities, the remaining members of the Commission shall elect one of their members to act temporarily as Chair by a majority vote of members present.

Article IV – CAD Staff

1. Manager

The Manager serves as the chief executive and administrator of CAD and shall have the duties and powers which are set forth in the Charter and ordinances of the City of Oakland. The Manager, or their designee, may attend all meetings of the Commission. The Manager may report on all matters regarding CAD which are of concern to the Commission at the meetings or on other occasions, as the situation warrants.

2. Commission Secretary

The Commission Secretary shall be a City employee designated to serve as such by City Administration. Under the direction of the CAD Manager, the Commission Secretary, or their designee, shall:

- a. Attend all Commission and committee meetings of the Commission and shall ensure that minutes are recorded and kept of all that transpires;
- b. Attest all minutes of the meetings of the Commission;

- c. Preserve and be custodian of all books, records, papers, and recordings of the Commission, and whenever necessary, shall certify true copies of Commission documents;
- d. Provide to the Commission agendas and agenda packets, and submit Commission letters, communications, and recommendations to City Officials;
- e. Ensure that Commission meetings are properly noticed and held at locations which are accessible to persons with disabilities;
- f. Perform all duties required of them by the Commission Bylaws as well as City of Oakland rules and regulations or in their absence shall ensure such duties are performed.

3. Legal Advisor

The City Attorney, or their designee, shall be the legal advisor to the Commission. If the City Attorney determines in writing that they cannot provide advice sought by the Commission, the City Attorney may recommend that the Commission retain outside counsel.

Article V – Committees

CACom has two types of committees, which are described below. For a committee to meet, at least two of the commissioners appointed to the committee must be present. Committees will report their advisory actions to the Commission at regularly scheduled meetings. If the committee was not active in the preceding period, a report does not need to be made. Committee reports will include the date, location, and attendees for each committee meeting, and the actions taken by the committee at that meeting. A CACom committee may not take any final action that is delegated to the Commission as a whole.

1. Standing committees

City Administrator approval must be obtained prior to the creation of any standing committee of the Commission. A quorum of a standing committee is a majority of its members. A standing committee may not take any final action that is delegated to the Commission as a whole, unless explicitly delegated by the Commission through formal action or as delegated by the City Administrator.

2. Ad hoc committees

Ad hoc committees can be formed by selecting two to five Commissioners to serve on the ad hoc committee. The appointed commissioners can select up to three additional non-commissioners to attend meetings of the committee as non-voting members. The action forming the committee shall specify the charge and duration of the committee.

Article VI – Meetings

1. Regular meetings

Except as otherwise determined by the Commission, regular meetings shall be held at 5:30 p.m. on the last Monday of a meeting month. Commission meetings are normally held six (6) times a year.

2. Special meetings

A special meeting may be called by the Chair or the Vice Chair or by a majority of Commission members present at a regular meeting) at a date, time, and/or place that deviates from the regular meeting schedule. Special meetings shall be noticed to the public at least at least 48 hours prior to such meeting (excluding Saturdays, Sundays, and holidays) and otherwise as pursuant to the Sunshine Ordinance.

3. Quorum

A quorum is necessary before the Commission can take any formal action. A quorum shall be defined in accordance with the most recent version of the Commission's establishing legislation.

A quorum shall be noted prior to the conduct of any official business at a Commission meeting. In the event that a quorum is not established within thirty (30) minutes of the noticed start time of the meeting, the Chair, at their discretion, shall cancel the meeting without any official action.

In the absence of a quorum, there is no official meeting. However, commissioners present could allow informal discussion or presentation without violating the Brown Act, as long as no action is taken.

Any Commissioner who recuses themselves due to a conflict of interest on an item should not be counted in establishing a quorum.

Email communications between members can violate the Brown Act. Staff may communicate with Commissioners to schedule a meeting. Otherwise, staff should only send information to commissioners with bcc (unilaterally) so that a quorum of

members does not discuss Commission business outside of properly noticed meetings.

4. Excused absences

If any Commissioner cannot attend a meeting for reasons other than illness, the Commissioner shall notify the Chair, CAD Manager, and/or Commission Secretary of their absence prior to the start of the meeting. For an absence to be excused, Commissioners must provide at least 48-hour notice to the Chair, CAD Manager, and/or Commission Secretary. In the event of illness, members shall notify the Chair and City staff of their absence as soon as practicable.

Commissioners who do not submit prior notice will be noted as an unexcused absence for purposes of the meeting minutes. Missing three consecutive regular meetings not on account of illness and without permission shall constitute cause for removal.

5. Meeting agendas

If an item is not on the agenda for a regular meeting or a special meeting, there may be no action or discussion about it at the meeting, except in limited instances as authorized by the Brown Act such as:

- Brief responses by members and staff to statements or questions posed by the public;
- Questions for clarification;
- References to staff or other resources for factual information;
- Requests to staff to report back on an issue at a subsequent meeting;
- Requests/actions to agendize matters for future meeting; and
- Brief announcements by members or staff and brief reports on their activities

In rare, emergency situations, two-thirds of the Commissioners present at the meeting (or if less than two-thirds of the members are present, then all of the members) could determine that there is a need to take immediate action on a matter which came to the attention of the Commission after the agenda was posted. To meet the requirements of this exception, the action must be:

- a. Required to avoid a substantial adverse impact if the meeting were continued without action on the matter;
- b. Related to federal or state legislation; or
- c. Related to a purely ceremonial or commendatory action.

6. Recusal and disclosure requirements

Before discussing or voting on any agenda items, Commissioners shall follow state and local conflict of interest laws and Commission policy and report and recuse themselves, as necessary, for any item for which they have a conflict of interest. Commissioners may follow up with the Public Ethics Commission if they have any question about a potential conflict.

7. Voting

Each member of the Commission shall have one vote. A motion shall be passed by the affirmative vote of a majority of those members present at a meeting where a quorum has been established.

8. Consent calendar

Items may be placed on a consent calendar section of a meeting agenda. Items on the consent calendar may be approved by a single vote for all items.

Any Commissioner, member of the public, or the CAD Manager may request that the item be taken off the consent calendar and placed on the regular agenda for that meeting or at a later meeting, and the item will be moved at the discretion of the Chair.

9. Public comment and conduct

a. Audience conduct

The general public is invited to attend and participate in Commission meetings. The public has the right to constructively criticize policies, procedures, actions, or omissions of the Commission or City staff. However, meeting attendees should not speak or otherwise make a disruption, whether in support or opposition, while others are speaking at commission meetings. Meeting attendees may not display signs that impede the ability of the public or Commission to see or participate in the meeting or that endanger any meeting participants.

b. Speaker conduct

The public is invited to speak at Commission meetings. Speakers should address their questions or remarks to the Chair. Other Commissioners and City staff will respond to questions only when requested to do so by the Chair.

Commissioners and City staff shall refrain from entering into any debates or direct discussion with speakers during public comment or at any time during a meeting.

c. Speaker cards

Persons wishing to address the Commission must complete a speaker card for each agenda item they wish to speak on. CAD staff will have pre-printed speaker cards available for each meeting. Speaker cards shall not be required for teleconference meetings.

d. Open forum

This item shall provide an opportunity for members of the public to address the Commission on items that are within the subject matter jurisdiction of the Commission but which are not on the posted agenda for that meeting.

e. Public comment on agenda items

The public shall be provided two (2) minutes to address the Commission on each agenda item. The Chair may adjust the speaking time for each agenda item, pursuant to the Sunshine Ordinance. Any time constraints should be uniformly applied. The Chair shall announce publicly all reasons justifying any reduction in speaker time. The stated reasons shall be based at least on a consideration of the time allocated or anticipated for the meeting, the number and complexity of agenda items, and the number of persons wishing to address the local body.

f. Ceding time

Subject to the discretion of the Chair, a speaker may be allowed to extend their speaking time on agenda items if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. The recipient speaker must collect and submit the ceding speakers' speaking cards to CAD staff during the meeting. The ceding speakers must be present at the time the recipient speaker speaks.

g. Removal of a disruptive person

The presiding officer shall maintain order in the chamber. The presiding officer may rule a member of the public out of order if: (a) the person engages in Disruptive Behavior, as defined below; or (b) the person's public remarks are not related to the agenda item or, in the case of open forum, are not related to any matter within the jurisdiction of the Commission.

Remarks that express nothing more than hate for a person or group of people based on race, nationality, ethnicity, religion, gender, gender expression, sexual orientation, or similar grounds are inherently unrelated to any matter within the jurisdiction of the Commission and are therefore out of order.

"Disruptive behavior" is behavior that impedes the orderly progress of a meeting by denying, delaying, or interrupting other people's rightful turn to speak. Disruptive Behavior includes but is not limited to: 1) speaking beyond the time the speaker has been allotted and failing to yield; 2) speaking, yelling, or otherwise making noises impedes another person's right to speak or be heard; and 3) actions that physically impede another person's right to speak or be heard.

The public has the right to criticize policies, procedures, programs or services of the City or of the actions or omissions of the legislative body or staff. But members of the public do not have the right to prevent or delay the orderly progress of meetings or the conduct of City business. Each member of the public must respect other people's rights to speak, including other members of the public, members of staff, presenters, and members of the body.

If a member of the public engages in disruptive behavior, the presiding officer may rule them out of order. Furthermore, a person who engages in Disruptive Behavior may be removed from a meeting at the direction of the presiding officer. Before being removed, the person must be warned: (1) that their behavior is disrupting the meeting, and (2) that continued disruption may result in their removal. The person may be so warned by the presiding officer, a member of City staff, a security guard, and/or a peace officer.

Any person who engages in dangerous activity during a meeting, including using force or making a credible threat to use force, may be removed without any direction from the presiding officer and without any warning.

Article VII – Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Commission by a majority vote of members present, provided such proposed amendments are circulated in writing to all Commissioners at least ten (10) days prior to such meeting and the intent to revise the bylaws is noticed to the public at least five (5) days prior to such meeting.

Adopted on this ____ day and ____ month of ____ year.



Cultural
Affairs
Commission
Draft Work
Plan
2025/26

DRAFT

Month	Topics
September (no meeting)	• Applicant intro meetings & member recruitment • Commissioner site visits
October 27, 2025	• New member introductions & onboarding • Bylaws (action item) • 2025/26 Schedule & Workplan Draft
December (no meeting)	• Cultural Affairs Manager meetings & onboarding
January 26, 2026	• New Cultural Affairs Manager introductions • Mid-cycle Budget Update • Oakland Arts & Culture Collaborative (presentation & recommendations) • Transient Occupancy Tax (presentation)

Cultural Affairs Commission Proposed Work Plan

2025/26

DRAFT

Meeting Month	Topics
March 30, 2026	• Pooled Fund – Partnership & Impact • Staff reports: application updates, new commissions • Cultural Facilities (presentation)
May 18, 2026	• Mid-Cycle Budget (Discussion) • Cultural Affairs Annual Report (Presentation & Discussion) • Public Art RFP (Informational)
July 27, 2026	• Cultural Districts update • New Public Artist Roster RFQ
Future dates	• September 28, November 30, 2026
Special meetings	• TBD, at Chair's request

Cultural
Affairs
Commission
Proposed
Work Plan
2025/26

DRAFT

Agenda Structure	
Item	Duration
Call to Order & Roll Call	10 minutes
Approval of Meeting Minutes	10 minutes
Ceremonial Items	15 minutes - Recognition, artist spotlights
Public Forum	10 minutes
Discussion & Action Items	45 minutes (2 items recommended)
Staff and Member Reports	25 minutes Chair, committee & staff updates Engagement opportunities and upcoming events
Adjournment	5 minutes