

COMMITTEE MEMBERS
(Alphabetical by Last Name)

FAYETTE COUNTY, GEORGIA
140 Stonewall Avenue West, Suite 100
Fayetteville, Georgia 30214

Tina Brown	Jeffrey Mellin
Richard Brown	Samuel Patton
Heather Cap	Donna Rosser
Charlie Cave	Rosiher (Roger) Sibaja
Robert Johnson	Donna Thompson
Vicki Turner	



FAYETTE COUNTY
PUBLIC ARTS COMMITTEE

AGENDA
July 18, 2016
4:00 P.M.

Call to Order by County Attorney Dennis Davenport

ORGANIZATIONAL SESSION:

1. Chairman Charles W. Oddo to administer the Oath of Office to the Public Arts Committee members.
2. County Attorney Dennis Davenport to preside over the vote and appointment of an acting Chairman who will conduct the meeting and all future meetings until bylaws are adopted.
3. Appointment of a secretary for the Public Arts Committee until bylaws are adopted.

NEW BUSINESS:

4. County Attorney Dennis Davenport to brief the Public Arts Committee on Georgia's Open Meetings and Open Record requirements.
5. Consideration of draft bylaws for adoption at a future Public Arts Committee meeting.
6. Discussion of Social Media policy.
7. Discussion of the 2017 fiscal year budget for the Public Arts Committee.
8. Public Arts Committee to establish future meeting dates and times until final bylaws are adopted.
9. Other business.

ADJORNMENT:

COUNTY OF FAYETTE

STATE OF GEORGIA

PUBLIC ARTS COMMITTEE OF FAYETTE COUNTY
OATH OF OFFICE

I, _____, citizen of Fayette County, Georgia, do solemnly swear that I will, to the best of my ability, without favor or affection to any person and without any unauthorized financial gain or compensation to myself, faithfully and fairly discharge all of the duties and responsibilities that devolve upon me as a member of the Public Arts Committee of Fayette County, during the term of my service as such member.

Chairman Charles W. Oddo

Sworn to and subscribe to me
this ____ day of _____, 20____.

BYLAWS OF THE
FAYETTE COUNTY PUBLIC ARTS COMMITTEE

A committee established by an ordinance of the Board of Commissioners of Fayette County, Georgia.

ARTICLE I – NAME

The name of this committee shall be the “Fayette County Public Arts Committee,” hereinafter, the “Committee.”

ARTICLE II – PURPOSE

The purpose of the Committee shall be to promote _____

ARTICLE III – PRINCIPAL OFFICE

The principal office of the Committee shall be at 140 Stonewall Avenue West, Fayetteville, Fayette County, Georgia. The Committee may have such other offices as may, from time to time, be designated by its officers.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The Committee shall consist of eleven (11) members. The members of the Committee shall be residents of Fayette County.

Section 2. The terms of office of the initial Committee shall be as follows: Six (6) members shall be appointed for two (2)-year terms with the terms ending on May 31, 2018; and five (5) members shall be appointed for one (1)-year terms with the terms ending May 31, 2017.

Thereafter all members shall be appointed for two (2)-year terms.

Section 3. Any vacancy on the Committee shall be filled in the same manner as the original appointment to the position vacated. The appointment shall be for the unexpired term of such member.

Section 4. The members of the Committee shall receive no compensation for their services, but shall be reimbursed for their actual expenses incurred in the performance of their duties.

ARTICLE V – OFFICERS

Section 1. The officers of the Committee shall be a Chairman, Vice-Chairman, and Secretary, all of whom shall serve for a period of one (1) year, or until such time as their successors are elected and qualified.

Section 2. The Committee shall elect one (1) of their members as Chairman and another as Vice-Chairman. The Committee shall also elect a Secretary, who need not be a member of the Committee.

Section 3. The Chairman shall preside at all meetings of the Committee, and shall have a vote on all matters. The Chairman shall countersign all notes of the Committee, and all checks, drafts and other orders for disbursement of funds. The Chairman shall communicate to the Committee such matters and make such suggestions as may in the Chairman's opinion tend to promote the purposes and increase the usefulness of the Committee, and shall perform such other duties as are necessarily instant to the office, or as the Chairman may be directed to perform by resolution of the Board not inconsistent with the Bylaws.

Section 4. The Vice-Chairman shall have and exercise all the powers, authority, and duties of the Chairman during the Chairman's absence or the Chairman's inability to act.

Section 5. It shall be the duty of the Secretary to:

- (a) give notice of and attend all meetings of the Committee and to make provisions for the keeping of a record of the proceedings;
- (b) to conduct correspondence and to carry into execution all orders, votes, and resolutions of the Committee; and
- (c) prepare an annual report of the transactions and conditions of the Committee, and perform such other duties as are customarily appurtenant to the office of Secretary or as the Secretary may be directed to perform by resolution of the Committee not inconsistent with these Bylaws.

ARTICLE VI – ELECTIONS

All officers of the Committee shall be elected at the annual organizational meeting of the Committee by a majority vote of the full membership of the Committee.

ARTICLE VII – MEETINGS

Section 1. There shall be a _____ meeting of the Committee, unless otherwise suspended by action of the Committee. The _____ meetings are to be held on the _____ of every _____ at __:__.m. at the public meeting room for the Board of Commissioners at 140 Stonewall Avenue West, Fayetteville, Georgia. The annual organizational meeting of the Committee shall be held in _____.

Section 2. A majority of the membership of the Committee shall constitute a quorum but no action may be taken by the Committee without the affirmative vote of the majority of the full membership of the Committee.

Section 3. Special meetings of the Committee may be called by the Chairman or by five (5) members of the Committee. Notice of any special meeting shall be given at least seven (7) days prior to the date of such meeting except that any meeting of the Committee may be held without prior notice, at any place or time, if such notice is waived by a majority of the full membership of the Committee.

Section 4. The order of business at all meetings shall be:

- (a) call to order;
- (b) ascertainment that a quorum is present;
- (c) approval of agenda;
- (d) reading and approval of the minutes of the last meeting;
- (e) unfinished business;
- (f) new business; and
- (g) adjournment.

The order of business may be altered or suspended at any meeting by a majority of the full membership of the Committee.

ARTICLE VIII – AMENDMENT

Amendments of these Bylaws may be adopted by the affirmative vote of a majority of the full membership of the Committee at any duly held meeting thereof. Notice of any proposed amendment shall be given at least ten (10) days prior to the meeting at which it shall be presented.

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

**OPERATIONAL FUNCTIONS
Information Systems – Internet / Social Media Use
250.03**

PURPOSE

The purpose of this policy is to provide guidelines for the acceptable use of the County's Internet access and associated resources. These rules are in place to protect the Fayette County Board of Commissioners (FCBOC) and its employees. Inappropriate use exposes Fayette County to unacceptable risks including virus attacks, network security issues, loss of confidential information, and legal issues.

POLICY

There shall be a consistent and uniform use of the County's Internet resources to prevent the unauthorized and unethical use of the Internet.

PROCEDURES

Scope

This policy applies to all employees, contractors, consultants, temporary employees, and other workers at Fayette County that have access to the County's Internet resources. These systems are to be used for business purposes in serving the interests of the County, and of our citizens and customers in the course of normal operations.

Acceptable Use

1. The County's Internet access and associated resources are provided to conduct County business.
2. All official Fayette County websites, social media sites, and other Internet based sites shall be approved by the County Administrator and the FCBOC, and as such, are subject to all related State and Federal laws and County policies and procedures. All departments wanting to create such sites should contact the County Administrator for approval.
3. Occasional and incidental personal internet use shall be permitted if it does not interfere with the work of personnel, the County's ability to perform its mission, and meets the conditions outlined in County policies and procedures. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for monitoring their users for excessive personal use of Internet resources. If abuse is suspected by department management, a request can be made to the IS Department for recent logs of a users Internet activity. The department head will determine if the usage is considered excessive and if disciplinary actions are required. If there is any

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- uncertainty concerning personal use, employees should consult their supervisor or manager. The IS Department may also deem usage excessive based on resources consumed and restrict a user's access, up to and including termination of access to County Internet resources.
4. Authorization for County Internet access shall be provided by the Information Systems Department. Internet access should be requested by entering a work order in the IS Department's work order system and attaching a User Access Form with the necessary information and justification.
 5. No one shall give any username or password for a County computer or Internet access to any unauthorized person, nor obtain any person's password by any unauthorized means. (This includes family and other household members if work is being done at home.) No one except the system administrators in charge of County computers and Internet access are authorized to issue passwords for computer and Internet use. Users should keep passwords secure and not share accounts. Authorized users are responsible for the security of their passwords and accounts. User passwords should be changed every 90 days.

Unacceptable Use

The following activities are prohibited, although some employees may be exempted from these restrictions during the course of their legitimate job responsibilities (example: Law Enforcement staff may need to access inappropriate web sites for investigative reasons). The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use.

1. Access to streaming audio and video sites, including but not limited to Internet radio/television sites, news sites, etc., consume excessive network bandwidth and are not permitted on the County's network. Requests for temporary exceptions for video training purposes shall be reviewed by the IS Department. Requests should be sent to the IS Department via a work order stating the request, justification, and time frame needed.
2. For its own protection, the County reserves the right to block all Internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave the Internet users unable to communicate with such sites.
3. Under no circumstances is any user of the County's Internet access or resources authorized to engage in any Internet activity that is illegal under local, state, federal, or international law.
4. Unauthorized downloading or uploading of copyrighted material for which Fayette County or the end user does not have an active license is strictly prohibited. This includes, but is not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and copyrighted software.

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5. Browsing, downloading, posting, sending, or acquiring sexually explicit or sexually oriented material, hate-based material, hacker-related material, or other material deemed offensive or dangerous is strictly prohibited.
6. Posting or sending sensitive or confidential information outside of the County without management authorization is prohibited.
7. County Internet users shall not use County Internet resources to post commercial announcements or advertising material.
8. County Internet access and resources shall not be used to promote or maintain a personal or private business.
9. Excessive Internet usage that disrupts the County's Internet access is strictly prohibited and may result in temporary or permanent termination of the user's Internet access. County related business that may consume excessive bandwidth (such as large software downloads) should be scheduled after hours as to not negatively impact the other County Internet users.

Social Media / Blogging

1. Blogging or posting on Social Networking sites by employees, whether using Fayette County systems or personal computer systems, is also subject to the terms and restrictions set forth in this policy. Limited and occasional use of Fayette County's systems to engage in this activity is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Fayette County's policy, is not detrimental to Fayette County's best interests, and does not interfere with an employee's regular work duties. As with any type of Internet access on the County's network, this activity is subject to monitoring.
2. Fayette County employees and other individuals covered by this policy are prohibited from revealing any Fayette County confidential or proprietary information, or any sensitive material prohibited by the Fayette County Human Resources Confidentiality Policies (436.03) when engaged in blogging or posting on social networking sites.
3. Employees shall not engage in any blogging or posts that may harm or tarnish the image, reputation and/or goodwill of the FCBOC and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging, posting, or otherwise engaging in any similar conduct. Employees may also not attribute personal statements, opinions or beliefs to Fayette County when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Fayette County. Employees assume any and all risks associated with the use of social media and blogging.
4. It is recommended that employees refrain from identifying themselves as an employee of the FCBOC on their personal social networking site. By identifying oneself as an employee of a company, a social networker becomes, to some

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- extent, a representative of that company, and everything he/she posts has the potential to reflect on the company and its image. If an employee does identify themselves as a Fayette County employee, however, they shall place a disclaimer on personal posts or on their site so that it is clear that the opinions expressed are solely those of the author and do not represent the views of the FCBOC.
5. In addition to following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Fayette County's trademarks, logos and any other Fayette County intellectual property may also not be used in connection with any blogging activity or social networking sites other than on sites authorized by the FCBOC.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Definitions

Blogging - Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Spam - Unauthorized and/or unsolicited email.

Trojan - A program in which malicious or harmful code is contained inside apparently harmless programming or data in such a way that it can take control of a system and carry out its chosen form of damage.

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FAYETTE COUNTY, GA
YTD BUDGET REPORT

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FOR 2017 13

ACCOUNTS FOR: 5565D	Countywide Public Art	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
37510565	521217 5565D PUBLIC RELATI	0	0	0	1,517.23	.00	-1,517.23	100.0%
37510565	521316 5565D TECHNICAL SER	0	0	0	478.00	.00	-478.00	100.0%
37510565	522230 5565D REPAIR & MAIN	0	0	0	1,916.00	.00	-1,916.00	100.0%
37510565	522235 5565D BUILDING MAIN	0	0	0	6,359.83	.00	-6,359.83	100.0%
37510565	522254 5565D PAINTING/WALL	50,000	0	50,000	2,070.81	.00	47,929.19	4.1%
37510565	531114 5565D OFFICE SUPPLI	0	0	0	13.61	.00	-13.61	100.0%
37510565	541210 5565D OTHER IMPROVE	0	25,000	25,000	812.79	.00	24,187.21	3.3%
TOTAL Countywide Public Art		50,000	25,000	75,000	13,168.27	.00	61,831.73	17.6%
TOTAL EXPENSES		50,000	25,000	75,000	13,168.27	.00	61,831.73	