

ORDINANCE NO. 2022-14
AN ORDINANCE FOR A MUNICIPAL MUSEUM COMMITTEE

WHEREAS, the Town of Loxley, Alabama passed Ordinance No. 2021-16 on May 10, 2021; and

WHEREAS, the City of Loxley, Alabama wishes to repeal and replace Ordinance No. 2021-16 and replace it with this ordinance; and

WHEREAS, Ordinance No. 2021-16 shall hereafter have no force and effect; and

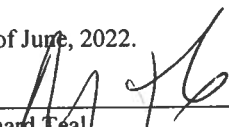
WHEREAS, the City of Loxley, Alabama, intends to establish a Museum to protect the historic resources of Loxley; and

WHEREAS, the City of Loxley desires to create a committee to assist with the oversight and long-term planning of the Museum;

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Loxley as follows:


1. A Committee is hereby established as the Loxley Museum Committee (hereinafter the "Committee").
2. The Committee shall be composed of five (5) Members.
3. No more than two (2) Members may be municipal officials or employees of the City of Loxley.
4. The Members shall be appointed by the Mayor and the Council upon a majority vote in favor of appointment.
5. The term of each appointment shall be four (4) years.
6. The Members shall not receive compensation for serving on the Committee.
7. The duties and responsibilities of the Committee shall be to oversee the operations of the Museum as it relates to content, events, exhibits, hours of operation, and tours.
8. All meetings of the Committee shall be open to the public and notices of these meetings shall be posted as required by State Law.
9. With this ordinance the City of Loxley hereby adopts the Museum Rules for the City of Loxley, attached hereto as Exhibit A.
10. This ordinance shall become and be effective from and after it shall have been finally adopted and published according to law.

ADOPTED AND APPROVED this 13th day of June, 2022.




Richard Teal
Mayor

ATTEST:

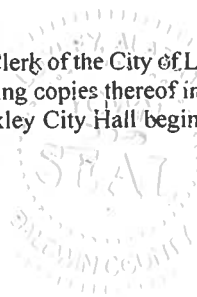


Melissa Lawrence
City Clerk/Treasurer

I, Melissa Lawrence, Clerk of the City of Loxley, Alabama, hereby certify that the above ordinance was published by posting copies thereof in the Loxley Post Office, Loxley Public Library, Loxley Police Station and Loxley City Hall beginning the 15th day of June 2022, and took effect five (5) days thereafter.



Melissa Lawrence
City Clerk/Treasurer



MUSEUM RULES

CITY OF LOXLEY

ADOPTED

June 13, 2022

CITY OF LOXLEY MUSEUM COMMITTEE

The name of the committee is the City of Loxley Museum Committee. The organization has not been formed for the making of any profit or personal financial gain. Accordingly, the assets and income handled by the organization will not benefit members of the Loxley City Council, members of the City of Loxley Museum Committee, or any other individual. The assets and income shall only be used to promote Museum purposes as provided below. This Committee will not carry on any other activities not permitted to be carried on by a committee of a governmental entity. This Committee, as an entity, shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office. The purpose of the Committee is the following:

The City of Loxley Museum Committee will facilitate the operations of the City of Loxley Museum. The City of Loxley Museum's purpose is to allow the community to remember the memories that will become a mainstay in the historical accuracy of the essential aspects that occurred over time. Beginning with events around the end of the nineteenth century in the small community of Bennett to the modern-day City of Loxley, the Museum will present artifacts, documents, photographs, original music, artwork, and literature examining the area's historical significance. These will create a complete overview of the area around Loxley. The Museum and other interested organizations and individuals will strive to create the ultimate overview of who we as a community are and where we have been. Knowing there are so many aspects to our history, we will attempt to make our Museum a true phenomenal representation of the life of our community. Our exhibits will be fluid, filled with the remembrances of our families, friends, businesses, and neighbors, limited only by actual documentation. We will use every effort to make the historical truth of our City come to life. The City of Loxley Museum's primary purpose is to consider the past so we can strive to make our future brighter and more prosperous.

1. MEETINGS

- a. Annual Meeting. There will be an annual meeting during the City of Loxley's first Council meeting of the new year. The primary purpose is to note any changes to the Committee Chairperson or Committee Members. Also, the Committee will submit an annual report to the City of Loxley Council on the status of the Museum, inventory, budget, and yearly plans. All Committee members will need to be present to answer questions and to show solidarity as a committee.
- b. Committee Meetings. Each City of Loxley's Museum Committee meeting will be held on the last Wednesday of each month in the museum building. The meeting agenda will include minutes from the previous session, unfinished business, new business, committee reports, and conclusions.
- c. Work Sessions. The Committee Chairperson may request special work sessions, which will not count as official Committee Meetings. The geographical location of the requested session does not need to be the same as regular meetings. A work session may be considered any meeting necessary for the preparation or conduct of business for the Committee. It may include visits to other museums or places that could directly relate to the operation of the Loxley Museum.

- d. Place of meeting. Meetings shall occur at the Museum unless otherwise agreed upon by the Committee. Special arrangements for any geographical location deemed appropriate by the Chairperson shall be made and given to the members of the Committee within a week of the event.
- e. Notice. A notification in written form, either mailed or hand-delivered, shall be presented to all Committee Members at least one week before any regular business meeting. The City Clerk will provide the notice. The notice should include the date, time, location of the meeting, the agenda, any minutes to previous meetings, and if a special meeting, the purpose. The meeting shall be deemed scheduled upon the mailing or the delivery of the notice.
- f. Quorum. A quorum consists of a simple majority of the members. A quorum is required to conduct business. If a quorum is not available, discussion can occur among the members present, but no business can be undertaken officially.

2. ORGANIZATION

- a. The Museum will comprise a Committee of five (5) members with a chairperson, a Recording Secretary, an elected or appointed official of the City of Loxley, and two people considered members at large.
- b. The Mayor and the City Council will appoint the Chairperson, the Recording Secretary, and the other members of the Committee upon a majority vote in favor of appointment.
- c. No more than two (2) members may be municipal officials or employees of the City of Loxley.
- d. Members of the Committee shall be selected for terms of four years. At the end of their four-year period, a member may be reappointed for another four years or replaced.
- e. If a member resigns, a new one will be appointed to finish their term by the Mayor and the City Council, upon a majority vote.
- f. Subcommittees may be formed to help with additional planning of an event or other Museum needs. The members of the subcommittees must be submitted to the Chairperson for approval.

3. OFFICERS

- a. The officers of the Museum Committee shall consist of the Committee Chairperson and the Recording Secretary. There will also be subcommittee chairs.

- i. The Committee Chairperson shall preside over all Museum Committee meetings and business. In addition, the Committee Chairperson will sign all documents related to the business of the Museum.
- ii. The Recording Secretary shall keep appropriate records of all Committee business.
- iii. Subcommittee Chairpersons shall be appointed by the Museum Chairperson and approved by the Museum Committee.

4. MONETARY DONATIONS AND FUNDS

- a. All monetary donations for Museum purposes will be made to the City of Loxley and will be processed by the City Clerk of the City of Loxley.
- b. The City of Loxley will set aside any monies donated to the City for the Museum for the sole purpose of Museum usage.
- c. Fundraisers for the Museum will have the total monies processed through the City Clerk's office.
- d. The Mayor may approve expenditures on the Museum up to \$10,000.00. For a funds request exceeding \$10,000.00, the City Council will vote whether to authorize the expenditure.

5. USE OF CITY SEAL, EXECUTION OF INSTRUMENTS

- a. The Museum will use and affix the City seal on all documents associated with the Loxley City Museum, including correspondences, purchase orders, forms, and digital media.
- b. The Museum shall be able to create a design of a Museum logo to be used in conjunction with the City seal.
- c. All additional items executed on behalf of the Museum, such as museum property loan agreements, donation receipts, etc., shall be completed by the Museum Chairperson or the Chairperson's designee.

6. PHYSICAL DONATIONS

- a. The definition of a physical donation is an artifact, document, original painting, original literary work, original musical composition, photograph, recording, or other historical record that has been loaned or given to the City for use and display in the City of Loxley Museum.
- b. Upon receipt of a physical donation, the Committee must ensure that a record is created using the attached Physical Donation Receipt form, Exhibit A to these Rules, with one copy being given to the donor and one copy being kept in a museum database.

- c. All physical donations will be stored and displayed in a way that ensures they will be protected. Accommodations to protect physical donations may include climate-controlled storage areas, safes, document protectors, and other saving methods to preserve the physical donations.
- d. Artifacts on display will be accompanied by placards identifying their donors.
- e. An annual inventory of physical donations will occur before the end of December of each year to ensure that museum records are properly maintained.

7. INTER-MUSEUM LOANS OF ARTIFIACTS

- a. A loan of artifacts, documents, paintings, etc., may be made by the Museum to another entity upon request. Each item loaned will have a return date agreed upon by the Museum Committee and the entity requesting the loan of the item.
- b. Entities requesting loans of Museum items must exhibit the following qualities:
 - i. The entity must be a recognized Museum, Archive, or Historical Group.
 - ii. The entity must submit a request to borrow an item using the Inter-Museum Loan Application, Exhibit B to these Rules. The representative of the requesting entity must provide proof of identity as well as affiliation to the entity requesting the loan.
 - iii. The entity must provide proof of insurance in case the item is lost, damaged, or stolen.

8. AMENDMENTS TO THE RULES

- a. These Rules may be amended, altered, or repealed by a majority vote of a quorum of the Museum Committee at any regular or special meeting, a presentation of the proposed change to the City Council, and a vote approving such change by the City Council.
- b. The context and content of the amendment must be presented at least seven days before the Committee meeting on which it is discussed.
- c. The vote shall be taken upon completion of discussion unless members wish to table the motion for a vote until the next regular business meeting.
- d. If the Committee does not approve the amendment at the next regular meeting, it will fail for lack of attention and it will not be presented to the City Council.

9. DISSOLUTION OF THE LOXLEY MUSEUM COMMITTEE

The Loxley City Council may dissolve the Museum Committee upon a vote approving such action.