



Dear Applicant to the Museum Board:

Thank you for your interest in becoming a member of the Silver City Museum Board of the Town of Silver City. Provided below is information about the Museum Board for your consideration.

The Silver City Museum Board was established and operates under Town of Silver City Ordinance Chapter 30, Article II, Sections 30-20 to 30-27 (enclosed herein). It is a working board, meeting quarterly, and in Special Meetings as necessary. The Museum Board is an advisory body to the Town Council for matters concerning the Museum. Recommendations on promotion, maintenance, and development of the Museum, with the advice and counsel of the Museum Director, are made as a body to the Town Manager. It is important to note that the Museum Director serves as a non-voting member on the Board, along with a Town Council member, as an *ex-officio* member. The Museum Director reports to the Town Manager, not to the Board as a body, nor to any member of the Board.

Silver City Museum Board members have several special roles, including encouraging financial donations to the Museum by community members to support events, programming, and exhibitions; and identifying individuals interested in serving on the Board. Board membership comes with special opportunities to participate in committees associated with collections and their management, fundraising, events, planning related to Museum facilities, strategic planning, and other committees as may be formed by the Museum Director. The Museum Director-established committees include: Collections, Exhibits, Guest Experience and Programs, Fundraising and the Museum Facilities Committee. A list of the committees and their descriptions is enclosed herein.

Silver City Museum Board members are encouraged to volunteer and/or attend Museum events such as the Fourth of July Ice Cream Social and Cake Walk, Victorian Christmas, exhibition openings, book signings, Brown Bag Lectures, various programs, etc. Other opportunities for volunteering include the Museum Store.

Service on the Silver City Museum Board supports the vibrant series of activities, programming, and exhibitions that continue to make the Silver City Museum one of the best small museums in the country! If you are interested in being considered by the Mayor for membership in the Silver City Museum Board, please contact the Town Clerk for an application. Fill out the application and return it to the Town Clerk for consideration. You may contact the Town Clerk at City Hall, 101 W. Broadway Avenue, by phone at 575-534-6346, or by email at townclerk@silvercitynm.gov.

If you have any questions, please do not hesitate to call me at 575-534-1370 or email me at rphair@q.com. You may also contact the Town Clerk for information. Thank you for your interest in serving on the Silver City Museum Board.

Sincerely,

Ron Phair, President 2014-2015
Silver City Museum Board

Attachments: Town of Silver City Ordinance, Chapter 30
List of Museum Director's Committees

Chapter 30 - MUSEUM

FOOTNOTE(S):

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State Law reference— Power to establish museums, NMSA 1978, § 3-18-15.

ARTICLE I. - IN GENERAL

Secs. 30-1—30-19. - Reserved.

ARTICLE II. - MUSEUM BOARD

FOOTNOTE(S):

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Editor's note— Ord. No. 742, § 2, adopted October 7, 1985, amended 1979 Code ch. 15, art. II, in its entirety. Former art. II §§ 15-16—15-29, contained similar subject matter, derived from Code 1963, §§ 3.1601—3.1609, 3.1611, 3.1612; Code 1979, § 15-15; and Ord. No. 736, enacted June 17, 1985; in addition Ord. No. 1091, adopted on February 24, 2004, repealed the following sections:

;le=2;Code 1979, § 15-24; Ord. No. 742, § 2, October 7, 1985. ;le=2;Code 1979, § 15-25; Ord. No. 742, § 2, October 7, 1985; Ord. No. 848, § 3, August 3, 1992. ;le=2;Code 1979, § 15-26; Ord. No. 742, § 2, October 7, 1985.

Sec. 30-20. - Created.

There is hereby created in and for the town a Municipal Museum Board.

(Code 1979, § 15-16; Code 2005, § 32.02; Ord. No. 742, § 2, 10-7-1985)

Sec. 30-21. - Purpose.

The board shall serve as an advisory body to the town council for matters concerning the museum. The board shall devote itself to the promotion, maintenance, and development of the Silver City Museum and in its behalf shall make recommendations through the town manager. Specifically, the museum board:

- (1) Shall participate in strategic planning processes organized by the museum director;
- (2) Shall participate, when called upon, in committees associated with collections and their management, fund raising, events, planning related to museum facilities, and other committees as may be formed for the benefit of the museum;
- (3) May recommend to the town manager, with the advice and counsel of the museum director, such policies regarding the regulation and promotion of the museum.

(Code 1979, § 15-17; Code 2005, § 32.02; Ord. No. 742, § 2, 10-7-1985; Ord. No. 1212, 9-11-2012)

Sec. 30-22. - Composition; terms.

The Silver City Museum Board shall be composed of nine members, who shall be county residents and shall be appointed by the mayor, with the council's advice and consent. The mayor shall designate and appoint one member of the town council as an ex officio member of the museum board. One of the nine positions on the museum board shall be reserved for the President of the Silver City Museum Society, or a designee, and shall be appointed annually. Terms of office for the remaining members of the museum board shall be three years.

(Code 1979, § 15-18; Code 2005, § 32.02; Ord. No. 742, § 2, 10-7-1985; Ord. No. 848, § 1, 8-3-1992)

Sec. 30-23. - Qualifications.

Members of the museum board shall be residents of this county and shall have a known interest in history, archaeology, anthropology or fine arts and crafts.

(Code 1979, § 15-19; Code 2005, § 32.02; Ord. No. 742, § 2, 10-7-1985)

Sec. 30-24. - Elected officers; duties.

The museum board shall annually elect from its membership such officers as may be necessary for the efficient and effective operation of the board. The duties of said officers shall be laid out in the rules of order adopted by the board.

(Code 2005, § 32.02; Ord. No. 1091, § 15-21, 2-24-2004)

Sec. 30-25. - Rules of order adopted.

The museum board shall adopt, by majority vote, such rules of order as may be necessary for the efficient and effective operation of the board. Any and all rules of order so adopted shall be consistent with the provisions of this Code and the museum's mission.

(Code 2005, § 32.02; Ord. No. 1091, § 15-22, 2-24-2004)

Sec. 30-26. - Meetings.

- (a) The museum board shall meet at least once every three months at such times and on such dates as shall be determined by the presiding officer. Public notice of the meetings shall be made in compliance with the New Mexico Open Meetings Law (NMSA 1978, § 10-15-1 et seq.). The museum director shall notify board members of any change in the meeting schedule or of any special meetings called by the chairperson.
- (b) The museum board is a working board; therefore, absences are discouraged. After three unexplained absences, a board member will be presumed to have resigned, and the chairperson will consult with the mayor for a replacement. Any board member aggrieved by the determination of a presumed resignation may request, within ten days from receipt of written notice that the resignation is effective, a public hearing before the council. If the council determines by a majority vote of the councilors present at the hearing, that the aggrieved board member did have three unexplained absences, or if no public hearing is requested within the ten-day period, the resignation shall be presumed and the mayor, with the advice and consent of the council, shall appoint a new member to complete the term of the resigning member.

(Code 1979, § 15-23; Code 2005, § 32.02; Ord. No. 742, § 2, 10-7-1985; Ord. No. 841, § 3, 9-16-1991; Ord. No. 848, § 2, 8-3-1992)

Sec. 30-27. - Reserved.

Editor's note—

Ord. No. 1212, adopted Sept. 11, 2012, repealed § 30-27, which pertained to authority to accept gifts and donations and derived from Code 1979, § 15-28; Code 2005, § 32.02; Ord. No. 742, § 2, adopted Oct. 7, 1985.

MUSEUM DIRECTOR'S COMMITTEES

Collections Committee: This committee meets with the curator of collections on matters concerning the collections of the Silver City Museum. It is comprised of Museum Board members, Society Board members, and other members from the community. The curator of collections chairs and guides this advisory committee in areas relevant to the acquisition and disposition of objects gifted or acquired by the Silver City Museum. The collection of the museum includes artifacts, historic photographs and archival materials. The committee also takes part in discussion and work involved in the care and maintenance of the collection.

The work of the committee is accomplished in accordance with the museum's collection policy and follows professional standards and best practices required for accreditation with the American Alliance of Museums. The Silver City Museum is a department of the Town of Silver City and also follows any State of New Mexico laws and local ordinances associated with museum collections and donations.

Exhibits Committee: Under the direction of the curator of exhibitions, this committee meets on a regular basis to discuss and work with curatorial staff and volunteers in the planning and execution of both a short and long term exhibit schedule. It is a working advisory committee with members comprised from the Museum Board and Society Board members, volunteers and other community stakeholders interested in further development of the exhibits offered at the museum on an annual basis. Members of the committee are encouraged to work with the curator of exhibitions in a variety of capacities including exhibit planning, design, construction, installation and de-installation.

Guest Experience and Programs Committee: The curator of education chairs and guides the activities of this committee in formulating strategic goals and actions necessary for enhancing the involvement of both individuals and community groups in the production of educational and fun programs, activities and events for the museum. Members of the committee will include Museum Board and Society Board members, teachers, family representatives, youth and retirement community representatives, tourism representatives and others interested in the further development of regionally relevant and diverse community programs and activities.

Fundraising Committee: The Silver City Museum Society Board seeks representatives from the Museum Board to participate and serve on its fundraising committee in developing the strategic planning and execution of fundraising initiatives designed to support the calendar of museum programs and exhibits. Other committee members will include museum staff and members from the community with experience and skills related to fundraising activities.

Museum Facilities Committee: This committee comprised of Museum Board and Society Board members will meet with the Museum Director to assist and advise in projects requiring planning and development of initiatives and associated actions necessary for the continuing preservation, maintenance and enhancement to the museum facility. Other members from the community with experience and skills related to historic preservation, architecture, landscaping, construction trades, etc. will be sought and invited to serve with this committee.