

Article I. Purpose

Section 1. Introduction

The mission of the Somerset County Film Commission is to inspire and facilitate film, television, and digital media production throughout the County to create a positive economic impact through production-related jobs and the many ancillary businesses that benefit from the increased production activity in Somerset County. The Somerset County Film Commission serves as a resource for film, television, and digital media productions looking to shoot on location a short distance from New York City.

Section 2. Objectives and Responsibilities

It shall be the objective and responsibility of the Somerset County Film Commission to perform the following:

- a) Promote different film site locations throughout the county;
- b) Encourage coordination among the various public and private agencies that seek out production sites;
- c) Provide a representative forum for consumers and agencies;
- d) Serve as a one-stop resource for film, TV, and commercial production across Somerset County;
- e) Support film, television, and commercial industries to retain, attract, and grow production-related jobs and the many ancillary businesses that benefit from increased production activity in Somerset County;
- f) Support film, television and commercial productions of all sizes and budgets by providing one-stop support services including location and troubleshooting assistance, permits for filming at state-owned and county-owned facilities;

- g) Provide service as a primary liaison between the production community and all levels of government to facilitate filming within the County; and
- h) Provide resources and tools to help consumers navigate all sorts of production issues, from work permits to on-set safety.

Article II. Members, Officers and their Duties

Section 1. Membership and Length of Appointments

The membership of the Somerset County Film Commission shall consist of no less than five (5) and no more than seven (7) members, four (4) of which shall be Somerset County residents, one (1) who shall be an elected county commissioner. The public members appointed for a (3) year term by the county commissioner. All public members should have experience in the arts and entertainment industry with specific emphasis on film, television and film production, cinema, motion picture, theatre, music and dance, and live performance and production services. No more than two (2) members shall reside outside of Somerset County. Membership of the Somerset County Film Commission shall be representative of the film and performing arts industry.

Section 2. Chairperson and Vice Chairperson

The officers of the Somerset County Film Commission shall consist of one (1) Chairperson and (1) Vice Chairperson. The Chairperson and Vice Chairperson shall be nominated by the officers. A county Commissioner shall not serve as a Chairperson or a Vice Chairperson.

Section 3. Chairperson's Duties

The duties of the Chairperson shall be to preside at all meetings; appoint subcommittees; allocate duties to board members; call special meetings as is deemed desirable or at the request of a board member(s).

Section 4. Absences and Termination

Four (4) consecutive absences from meetings shall cause a vacancy in that member's office. After three (3) consecutive absences, a letter of notification should be forwarded to the member. If the member does not attend the following meeting, a letter of recommendation for termination should be forwarded to the County.

Article III. Meetings**Section 1. Meetings and Meeting Site**

Meetings shall be held quarterly at any Somerset County facility or such other time and accessible place within the County as the Film Commission may establish at the meeting immediately preceding.

Section 2. Meetings Per Year and Quorum

The council will conduct a minimum of four (4) meetings per year for the transaction of ordinary business; one meeting per quarter. The meetings shall be held in January, May, August, and November. At any business or special meeting, four (4) members shall constitute a quorum. Members may appear telephonically or by other available digital means.

Voting on expenditures and hiring shall be done at a special meeting.

Section 3. Notice of Additional Meetings and Consent

Additional meetings shall be called by the Somerset County Film Commission Chairperson at their own initiative or at the request of any board member. A notice must be sent to all members at least five (5) days prior to such a meeting; the notice shall specify the purpose of the meeting. No other business may be considered except by unanimous consent of the board.

Section 4. Public Attendance and Comments

All meetings shall be open to the general public. Public comments are limited to five (5) minutes each.

Section 5. Meeting Procedure

Parliamentary procedure at board meetings shall be governed by “Roberts’ Rules of Order.”

Article IV. Order of Business

The Somerset County Film Commission Board will be responsible for developing the agendas, prepare reports and related documents and record, and distribute copies of minutes for the meetings. The Vice Chairman shall chair the meeting in the event that the Chairman is unable to attend.

Article VI. Amendments

All members will be furnished a copy of the purposed amended by-laws within ten (10) days prior to the next meeting, where the by-laws will be considered. At the next regular meeting, the amended by-laws will be proposed for adoption. The by-laws must be approved by five (5) members of the Somerset County Film Commission Board.