

## **Wilsonville – Metro Community Enhancement Committee Staff Report**

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**Date:** September 18, 2025

**From:** Zoe Mombert, Assistant to the City Manager

**Subject:** Chair and Vice Chair Selection

### **Recommended Action:**

Select a Wilsonville – Metro Community Enhancement Committee Chair and a Vice Chair for fiscal year 2025-26.

### *Sample Motion:*

“I move to appoint \_\_\_\_\_ as the Chair and \_\_\_\_\_ as the Vice Chair of the Wilsonville – Metro Community Enhancement Committee for fiscal year 2025-26.”

### **Background:**

The Wilsonville – Metro Community Enhancement Committee Bylaws, adopted in April 2016, require the committee to select a chair and vice chair annually:

### **Article 6 — Organization and Structure**

At the first meeting of the committee in each fiscal year, the committee will elect a Chair who is a citizen/community member. Simultaneously, the committee will elect a Vice-Chair, who may be either a citizen/community member or member of the City Council. The Chair shall preside at all meetings of the committee, oversee the development and distribution a written agenda in sufficient time prior to any regular meeting; call special meetings of the committee as may be needed; and to see that all actions of the committee are properly taken. The Vice Chair may act in the absence of the Chair.

The September meeting is the committee’s first this calendar year, requiring the committee to select a chair and vice chair.