

City of Wilsonville Arts, Culture, and Heritage Commission Bylaws

Ratified by the City Council with adoption of Resolution No. 2941 on December 20, 2021

The City of Wilsonville Arts, Culture, and Heritage Commission is hereby created by the City Council as a deliberative and recommending body of the Parks and Recreation Department with support from the Wilsonville Public Library and Administration Department subject to the following section provisions:

Section 1. Name

Arts, Culture, and Heritage Commission (“ACHC” or “Commission”).

Section 2. Purpose

The Commission is a volunteer municipal board that advises the City Council and other City boards, commissions and committees on promoting the advancement of arts, culture, and heritage activities, events, facilities and programs that benefit the community.

Section 3. Duties

The Commission has three primary functions:

1. The Commission oversees implementation of the Arts, Culture, and Heritage Strategy (ACHS) and is charged specifically to develop annually for City Council approval fiscal-year plans for a long-term Five-Year Action Plan and annual One-Year Implementation Plan for prioritizing and fulfilling recommendations of the ACHS.
2. The Commission makes recommendations to the City Council and other City boards, commissions and committees as is appropriate to:
 - a. provide public-sector leadership and coordination to support arts, culture and heritage activities, events, facilities and programs;
 - b. improve inter-governmental collaboration and coordination to advance arts, culture and heritage;
 - c. work with partners to advance an arts and cultural center/facility;
 - d. develop a long-term, sustainable public-arts program;

- e. suggest ways to make cultural diversity, ethnic inclusivity and accessibility for all community members a priority for cultural programs;
 - f. provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and
 - g. identify and recommend the use of sustainable funding mechanisms to support arts, culture and heritage.
3. The Commission makes recommendations to the City Council concerning the goals and objectives, and the selection and disbursement of funds of the former Community Tourism Matching Grant Program to a renamed Community Cultural Events and Programs Matching Grant Program that is intended to aid organizations that produce projects, programs or events that promote local business and tourism, and for festivals and special events for the benefit of the Wilsonville community.

Section 4. Membership Qualifications

Commissioners shall be community members with knowledge and experience in arts, culture or heritage activities, events, facilities and/or programs, and includes artists, business professionals, youth, community members of diverse ethnic backgrounds and those with proficiency relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.

Section 5. Number of Members

The Commission shall consist of thirteen (13) members, composed of nine (9) voting members appointed by Mayor with Council confirmation and four (4) non-voting ex-officio members who provide advice to the Commission.

The four (4) ex-officio positions are a City Councilor who also acts as Council liaison for the Commission; the City's Parks and Recreation Director or his/her designee; the City Manager or his/her designee; and the Library Director or his/her designee.

Section 6. Residency

The City Council appreciates that many local-area community members view Wilsonville as their "hometown" for schooling, socializing, shopping, worshiping, recreating or conducting

business, and that they often serve as volunteers of leading cultural nonprofits focused on Wilsonville. While City of Wilsonville residency is not required to serve on the Commission, the Commission is to be composed of a minimum of five (5) residents of the City of Wilsonville.

Section 7. Appointment

Appointment and confirmation to the Commission follows the standard City procedure in which the Mayor appoints and the City Council confirms Commission members, who serve at the pleasure of the Council. A member may be removed in a similar manner as appointment.

Section 8. Vacancy

A vacancy on the Commission shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or defacto resignation or upon removal of any commission as provided herein. Vacancies on the Commission shall be filled by appointment in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a vacancy on the Commission shall serve the balance of the term of the commissioner being replaced.

Section 9. Terms of Appointment

Members shall serve three (3)-year terms, with three (3) consecutive terms being the maximum number of terms that a commissioner may serve. A commissioner who has termed out cannot be appointed again until after a one (1)-year period has passed.

Staggered three (3)-year terms based on the fiscal year are scheduled so that three (3) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of the term. Terms of appointment for less than three years shall not count towards the maximum time of service.

At the outset of the Commission's initial appointment, term-lengths of voting positions are staggered as follows so as to not have the entire Commission membership turn-over at once. Subsequent position terms are three (3) years in duration. Initially, three (3) positions are approximately one (1) year in duration; three (3) positions are a two (2)-year duration; and three (3) positions are full three (3)-year terms of appointment; assuming appointment by or before June 30, 2022:

Position #1: 1-year term until June 30, 2023; next term: July 1, 2023, to June 30, 2026

Position #2: 1-year term until June 30, 2023; next term: July 1, 2023, to June 30, 2026

Position #3: 1-year term until June 30, 2023; next term: July 1, 2023, to June 30, 2026

Position #4: 2-year term until June 30, 2024; next term: July 1, 2024, to June 30, 2027

Position #5: 2-year term until June 30, 2024; next term: July 1, 2024, to June 30, 2027

Position #6: 2-year term until June 30, 2024; next term: July 1, 2024, to June 30, 2027

Position #7: 3-year term until June 30, 2025; next term: July 1, 2025, to June 30, 2028

Position #8: 3-year term until June 30, 2025; next term: July 1, 2025, to June 30, 2028

Position #9: 3-year term until June 30, 2025; next term: July 1, 2025, to June 30, 2028

Section 10. Organization

At the first meeting of each fiscal year, the Commissioners elect a chair and vice-chair from the voting members.

The Chair (or Vice Chair in the absence of the Chair) presides over all meetings. The Chair works with City staff or consultant for meeting agenda development.

The Commission may create subcommittees composed of at least three (3) voting members to focus and advise the Commission on specific issues.

The Heritage Tree Committee created by Resolution No. 1928 (April 5, 2005) is a subcommittee of the Commission, as modified by Resolution No. 2914 (Dec. 20, 2021). The Heritage Tree Committee oversees the heritage tree program that facilitates the City's ability to "recognize, foster appreciation of, and inspire awareness of the contribution trees make to the community" and provide "heritage tree recognition [that] will promote awareness of our history as a community, and provides important links to the past." Resolution No. 1928.

An appointed City staff person or contractor will serve as secretary to keep notes of each public meeting, prepare the Five-Year Action Plan and annual One-Year Implementation Plan, operate the grant program, and assist with the Commission's administrative tasks.

Section 11. Meetings

The Commission will meet on an agreed-upon schedule at least four (4) times per fiscal year. The Chair may also call a special meeting with one week's advance notice. All meeting notices may be given by email or regular mail and will be published on the City's website. All Commission meetings are open to the public.

A meeting may be held without a quorum; however, a quorum of at least five (5) voting members is required in order for the Commission to vote on any matter. Commission members may participate in a meeting telephonically or electronically online. Parliamentary procedure is to be guided by Robert's Rules of Order Newly Revised.

City staff or consultant who support the Commission shall arrange for Commission review and approval of meeting minutes, the Five-Year Action Plan and annual One-Year Implementation Plan, grant program selection and award recommendations, and other documents as needed.

Section 12. Voting

All voting members are entitled to vote at any Commission meeting, regular or special. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

Section 13. Conflict of Interests Provision

Commission members agree to abide by Oregon ethic laws regarding conflicts of interest. A Commissioner must declare a conflict and withdraw from participating in the decision pertaining to the prospective award of municipal funds for a grant application or other City program that could benefit financially the commissioner, family relative or organization that commissioner is employed or contracted by to perform services or serves as a member of the board of directors.