

# Summary of Resolution No. 2941 and Bylaws that Establishes the Arts, Culture, and Heritage Commission (ACHC)



Dec. 15, 2021

[Resolution No. 2941 of Dec. 20, 2021, adopts bylaws](#) that create a 13-member Arts, Culture, and Heritage Commission (ACHC) composed of nine (9) voting members, at least five (5) of whom are residents and who are drawn from a wide and diverse range of backgrounds relating to arts, culture, and heritage. An additional four (4) ex-officio, non-voting members are included to advise the commission: A City Councilor, the City Manager or designee (Administration Dept.), the Library Director or designee (Wilsonville Public Library), and the Parks and Recreation Director or designee (Parks and Recreation Department).

The ACHC would advise the City Council on matters relating to arts, culture, and heritage, oversee implementation of the ACHS recommendations, and supervise the Community Tourism Matching Grant Program, to be renamed the Community Cultural Events and Programs Matching Grant Program currently under the purview of the Tourism Promotion Committee, a closely related City board. The Commission would be guided by an annually developed business plan for achieving prioritized ACHS recommendations that includes a longer-range five (5)-year action plan and next fiscal-year ACHS implementation plan with Council approval.

The ACHC is proposed to hold a minimum of four (4) meetings per fiscal year, and could meet more frequently. As is standard, a meeting of the Commission may be held without a quorum; however, a quorum of at least five (5) of nine (9) voting members is required in order for the Committee to vote on any matter. The ACHC bylaws provide for conflict-of-interest provisions in alignment with Oregon ethics laws.

The Commission elects a chair and vice chair from its membership, and may appoint members to committees that focus on specific issues. The Heritage Tree Committee created by Resolution No. 1928 of April 5, 2005, is made a subcommittee of the Commission.

Resolution No. 2941 provides for standard City board/commission appointments/confirmation, where Mayor appoints and Council confirms. Terms of three (3) years per commissioner, with the initial set of commission positions having staggered term lengths: three (3) members with a one (1)-year term, three (3) members with two (2)-year terms, and three (3) members with three (3)-year terms. Term limits of three (3) consecutive terms that would equate to nine (9) years of public service, with a one (1)-year waiting period prior to being appointed again to the Commission after a three (3)-term-limit.

The Commission would be budgeted in the Parks and Recreation Department, which also oversees and works with related volunteer bodies that include the Parks and Recreation Advisory Board, Kitakata Sister City Advisory Board, Korean War Memorial Foundation of Oregon and the Tourism Promotion Committee. Initial staffing support would be provided the Parks and Recreation Department, Administration Department and Library. The ACHS identified these City departments as those most engaged in supporting and working with community arts, culture, and heritage organizations, activities, events and programs.