

By-Laws of the CCWC  
Washington County  
Arts, Heritage and Humanities Coalition  
Bylaws

**Article 1. Purpose**

Section 1. The Washington County Arts, Heritage and Humanities Coalition was created by the Board of County Commissioners for the purpose of distributing funds from the Oregon Cultural Trust to address the priorities of the *Washington County Cultural Plan*. To that end, the Washington County Arts, Heritage and Humanities Coalition (Coalition) shall serve as an advisory body to the Board of County Commissioners to promote the cultural identity, quality of life and economic vitality of Washington County and its arts, heritage and humanities organizations.

Section 2. The responsibilities of the Coalition shall be to:

- a) Promote public awareness of and participation in arts, heritage and humanities organizations and events in Washington County through development of a countywide cultural plan which shall be reviewed and updated on a bi-annual basis;
- b) Administer funds received from the Oregon Cultural Trust and other sources;
- c) Establish administrative policies and bylaws for the Coalition, and recommend appointment of a fiscal agent for funds and grant management;
- d) Develop guidelines and policies for granting funds consistent with the goals of the Cultural Plan;
- e) Encourage cultural learning by enhancing young people's access to and participation in art, heritage, and humanities events and opportunities in Washington County in order to promote an understanding of culture and to aide in fostering healthy human development;
- f) Integrate art and heritage projects into public spaces throughout Washington County;
- g) Assure that there are accessible, suitable and affordable spaces for cultural activities in Washington County;
- h) Encourage comprehensive arts-focused planning efforts in Washington County through the integration of cultural development strategies with economic development policies;
- i) Strengthen and promote local heritage organizations, sites, landscapes, collections, exhibits, folklore, research and education programs for the purpose of preserving local history;
- j) Integrate the County's historical roots with its modern ethnic diversity to promote social connectedness and understanding;
- k) Identify and support existing cultural organizations, scholars, artists, historians and facilities;
- l) Recruit leaders who will promote the integration of arts, heritage and humanities in Washington County; and
- m) Advocate for additional public and private funding and resources to implement the goals of the Cultural Plan.

## **Article II. Membership**

Section 1. The Board of County Commissioners, through the Board's Rules and Procedures, will appoint the Coalition members to the Washington County Arts, Heritage and Humanities Coalition. The Coalition will be comprised of not less than nine (9) and not more than fifteen (15) members, representing the geographic diversity of Washington County, as well as a broad range of business, education, and arts, heritage and humanities organizations located within Washington County. Members shall reside in Washington County or be members of a business or organization significantly involved in arts, heritage or humanities activities in the County.

Section 2. Terms of appointment shall be three years. The initial slate of members shall be appointed to staggered terms by the Board of County Commissioners. Thereafter, the Coalition will recommend candidates to fill vacancies for approval by the Board of County Commissioners. Members' terms shall commence on January 1st and end on December 31st. Members may only serve a maximum of two (2) terms consecutively. In case of a resignation, a new member shall be appointed to fill the remainder of the unfilled term.

Section 3. Recruitment of new members to fill expired or vacated positions shall be coordinated through the Board of County Commissioners' established process, including announcement of vacancies, advertisement, applications, review and appointment. The Coalition shall actively encourage application by qualified community members, and offer recommendations for appointment to the Board of County Commissioners.

Section 4. The Board of County Commissioners will appoint at least one member of the Board as a member of the Coalition.

Section 5. Members of the Coalition and any committees thereof shall serve without compensation.

## **Article III. Officers**

Section 1. The officers of the Coalition shall be a Chair and Vice-Chair. The officers shall be elected by the Coalition for a term of one year and shall serve until their successors are elected. Vacancies shall be filled by an election of the Coalition for the unexpired term for the vacant office.

Section 2. The Chair shall preside at all Coalition meetings, call special meetings as he or she deems appropriate, serve as spokesperson for the Coalition, and act as liaison from the Coalition to the Washington County staff. The Chair shall be the previous year's Vice-Chair.

Section 3. The Vice-Chair shall serve in the absence of the Chair, including serving as Interim Chair in the event of a vacancy in the Chair until such time that an election can be held.

#### **Article IV. Work Groups and Committees**

Section 1. Work groups or committees shall be established and terminated as determined by the Chair, with approval of the Coalition, based on the interests and goals of the Coalition.

#### **Article V. County Liaisons**

Section 1. A staff liaison employed by Washington County shall be identified by Washington County to serve as staff to the Coalition. The Staff Liaison shall assist the Coalition in coordinating and conducting business, and be responsible for assuring compliance with the public meeting laws, preparation of meeting notices, agenda and minutes, maintenance of files, preparation of correspondence and other tasks for the Coalition.

Section 2. On an occasion, other Washington County staff may be called upon to provide information or assistance to the Coalition. Such involvement from the other County staff will be coordinated through the Staff Liaison.

#### **Article VI. Meetings**

Section 1. Regular meetings shall be held by the Coalition at the date and time agreed upon by the majority of the Coalition. Special meetings may be called by the Chair or at the request of three or more Coalition members.

Section 2. Notice of meetings shall be given no less than seven days in advance of a meeting. However, should an issue of urgency arise, a meeting notice may be given twenty-four hours in advance of a meeting. Meetings shall be held at a location agreed upon by the Coalition, and shall be accessible to persons with disabilities.

Section 3. A quorum shall consist of a majority of Coalition members. Any formal action of the Coalition shall be taken with a majority vote by a quorum of the membership.

Section 4. Each member of the Coalition is entitled to one vote. The Staff Liaison is not a voting member of the Coalition.

Section 5. In the event that urgent business must be transacted between regularly scheduled meetings, a vote of the membership may be taken by electronic mail. To be considered a valid vote, 80% of all Coalition members must participate.

Section 6. Questions of procedure not addressed by the bylaws shall be in accordance with the latest edition of Robert's Rules of Order.

#### **Article VII. Rules of Conduct**

Section 1. Individual Coalition members may represent or speak on behalf of the Coalition to the public, to the Washington County Board of Commissioners, or to other groups only with the authorization of the Coalition, made by a motion at a regular meeting.

Section 2. In the event that a Coalition member engages in business with the County that could present a potential conflict of interest with matters within the Coalition's purpose, such member will declare the potential conflict of interest and refrain from voting on any such matters.

Section 3. A member unable to attend a scheduled meeting shall notify the Staff Liaison in order to be issued an excused absence. At the discretion of the Chair, three unexcused absences may result in dismissal from the Coalition. Replacement members will be appointed to the Coalition by the County Board of Commissioners following the County's adopted procedures for advertising, recruitment, review and appointment of residents to boards and commissions.

### **Article VIII. Amendments**

Section 1. These bylaws may be amended by a majority vote of the Coalition members at a regular meeting. The Washington County Board of Commissioners shall give final approval to an amendment to these bylaws.

Section 2. These bylaws shall be reviewed on an annual basis.

Approved by the Coalition:

Signature, Name of Chair

Date

Approved by the Board of Commissioners:

Signature, Name and Title

Date

Text approved by the Washington County Arts, Heritage and Humanities Coalition  
12/8/05.