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## Interest Form for Community Involvement Committee

### What Will the CIC Do?

The Community Involvement Committee (CIC) is a standing committee charged with acting as a consultative body to review and support design, implementation and evaluation of ongoing and project-specific community involvement work done by City staff in planning and investment processes. This is a very important component of the City's Comprehensive Plan Community Involvement Program, supporting the goals and policies of Chapter 2 of the Comprehensive Plan.

The CIC's primary task will be to identify improvements for community involvement practices in alignment with those Comprehensive Plan community involvement goals and policies. The CIC periodically will select the active and upcoming projects that will be the focus of their work on monitoring and "lessons learned". Based on this work with staff, and guided by Chapter 2, the CIC may amend the Community Involvement Manual and recommend other changes to community involvement practice.

The CIC may also periodically report to the Planning and Sustainability Commission on their observations about community involvement practice and its effectiveness in meeting the goals of Chapter 2 of the Comprehensive Plan. The CIC is intended to provide value to the public as well, improving practices to ensure transparency and accountability in the planning process. Members of the CIC will act as liaisons to the Planning and Sustainability Commission, the Bureau of Planning and Sustainability budget committee, and the Public Involvement Advisory Council (PIAC).

The CIC will focus its immediate work on equity and process transparency. These priorities are important to the Bureau of Planning and Sustainability and to the City of Portland. Committee members will be expected to share and support both of these priorities.

### Committee Roles and Responsibilities:

- Identify improvements for project specific and ongoing community involvement practices in alignment with the goals and policies of Chapter 2.
- Review and amend the Community Engagement Manual.

### Time Commitment:

- *Meetings:* Committee members will be required to attend at least 60% of the meetings per year. The committee will meet at least six times a year and meetings will be two hours long. Meetings are open to the public and will include opportunity for public comment.
- *Preparation:* Members will be expected to review materials in advance of meetings. Committee members may also be invited to participate in other BPS meetings and public events, but these are optional activities.
- *Tenure:* The standard term will be three years long.

### Public Official Status

Those selected to serve on the Community Involvement Committee will be legally considered public officials for the duration of their service. This position requires that members follow public records law, public meetings law, and publicly disclose potential conflicts of interest.

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## City staff activities to support the CIC

- Maintain CIC webpage with current information about meetings, Manual, and other CIC activities.
- Work with planning staff on all relevant projects to ensure that presentations and discussions are productive and efficient.
- Draft CIC documents such as minutes, agendas, yearly work plan, etc.
- Draft changes to the Manual as directed by the CIC.
- Provide CIC with necessary orientation training and provide additional support (background information, etc.) to individual members and the whole group as needed.
- Arrange for any necessary accommodations such as interpretation, translation, ADA accommodation, etc.

## Selection Criteria

Committee membership is open to anyone who lives, works, and/or studies in Portland. The best candidates for this committee will be able to demonstrate that they:

- Are committed to advocating for and representing all the goals and policies in Chapter 2 of the Comprehensive Plan (see attached).
- Will continuously seek out and explore new knowledge and approaches to community involvement in planning.
- Can work collaboratively and productively with people of diverse perspectives and experience.
- Are engaged with at least one community through formal or informal networks.
- Value and advocate for both transparency and equity in community involvement.

## Selection Overview

Applications will be reviewed by staff from BPS and other bureaus, and approved by BPS director. Selections will be confirmed by the end of September 2017 and meetings will begin in January 2018.

## Application Process

Please complete and submit the following application to express your interest in the Community Involvement Committee. Please note that the information provided in this document is public information, with the exception of the Optional Demographic Information section, which will only be disclosed as required by law. If you have a recently prepared biography or resume, you may submit it with the completed application, but it is not required. If you wish to submit a letter of recommendation that demonstrates your ability to meet the selection criteria, that may be included with the application or sent separately. Thank you for your interest in the Community Involvement Committee.

The following information is **required** in order to be considered for the Community Involvement Committee. Please note that these applications may be considered part of the public record. If somebody helps you complete the form, please include that information at the bottom of the application.

Applications must be received by 9:00 a.m. on September 1, 2017 to be considered. Applications can be submitted by:

- *Email completed form to XXXX*

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- Mail or walk in to the Bureau of Planning and Sustainability, 1900 SW 4<sup>th</sup> Ave, Ste 7100, Portland OR 97201.

For more information, please contact XXX at [XXX@portlandoregon.gov](mailto:XXX@portlandoregon.gov) or 503-823-XXXX

To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-2030 or 503-823-4000 with such requests.

<b>Contact Information</b>
Name
Email
Phone
Mailing Address
Occupation

<b>Knowledge/Experience/Expertise/Demonstrated Interest</b> (please check all that apply) in:	
<input type="checkbox"/> Community involvement research and/or professional practice	<input type="checkbox"/> Involvement in planning projects.
<input type="checkbox"/> Land use/transportation/economic planning	<input type="checkbox"/> Working as part of a diverse group
<input type="checkbox"/> Process transparency and communications issues	<input type="checkbox"/> Environmental justice issues
<input type="checkbox"/> Civic capacity-building	<input type="checkbox"/> Community-based data gathering and analysis methods
<input type="checkbox"/> Other relevant experience or knowledge:	

<input type="checkbox"/> Please list any committees/organizations in which you're actively involved:

**Biography/Resumé Attached?**  Yes  No

**Short Answer Questions**

Why do you want to serve on this committee? What do you hope to get out of your participation?

What important perspective and skills do you bring to the committee?

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Please talk about your understanding of social equity and its relationship to long-term planning, especially in the context of burdens faced by communities of color, low income, and differently abled communities. What role does community involvement have in advancing socially equitable outcomes?

Please talk about your understanding of what transparency in a land use planning project should look like. If applicable, please provide an example of a transparent process that you've experienced.

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What does good community involvement look like to you? Where does that perspective come from?

<b>Agreements</b>	
<i>Please read and initial.</i>	
	I have read, understand and am willing to fulfill the roles and responsibilities of the Community Involvement Committee (p.1).
	I have read, understand, and am willing to fulfill the time commitment of the Community Involvement Committee (p. 1).
	I have read, understand and am willing to comply with the Public Official requirements (p.1).
	I affirm that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name of person assisting with form, if applicable:** \_\_\_\_\_  
**Signature of person assisting with form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## DEMOGRAPHIC INFORMATION

Please note this optional information **must** remain on a separate page from the rest of the application. **This information will be separated from the application and will not be used in the selection process.**

*The City asks that you voluntarily provide the following information. The City will use this information for statistical purposes. By providing this information, you will help us ensure that appointments represent a broad cross-section of the community. You are under no legal obligation to provide this information. State and federal law prohibit the use of this information to discriminate against you. The City will treat this information as confidential to the fullest extent allowed by law.*

<b>Gender Identity:</b>					
<b>Sexual Orientation:</b>					
<b>Race:</b>					
<b>Ethnicity:</b>					
<b>National Origin:</b>					
<b>Age:</b>					
<b>Disability:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, please specify:
<b>Languages Spoken:</b>					
<b>Highest Level of Education:</b>	<input type="checkbox"/>	High school degree or less			
	<input type="checkbox"/>	Some college/technical/community college/2-year degree			
	<input type="checkbox"/>	College degree			
	<input type="checkbox"/>	Post graduate			