

INTEREST FORM FOR CITY ADVISORY BODIES

The purpose of this form is to obtain information for use in making appointments to City advisory bodies, and to assist the Mayor, Commissioners, bureau directors and/or program staff as they consider applicants for appointment.

Please note that information provided in this document **is public information**, with the exception of the confidential demographic information section. (Information in the confidential section will only be disclosed as required by law.)

Thank you for your interest in public service.

If you have questions or need assistance with completing this form, please contact **[INSERT STAFF NAME]** by calling **[xxx-xxx-xxxx]** or emailing **[xxxxxxx@portlandoregon.gov]**.

Name of Advisory Body: _____

Commissioner in Charge: _____

NOTE: Members of this advisory body are public officials. Training will be provided on your responsibilities as a public official.

Mission of Advisory Body:

Background:

Member Responsibilities and Expectations

Staff Responsibilities:

INFORMATION ABOUT SUBMITTING APPLICATION

Applications must be received by:

Submit applications via:

Desired Candidate Qualifications and Expectations:

For more information and questions contact:

- Staff name:
- Phone:
- Email:

APPLICANT'S CONTACT INFORMATION

Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime phone: _____

Email: _____

Occupation (if any): _____

ACCOMMODATIONS

In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, accommodations, auxiliary aids and services, and alternative format. For these services, complaints, and additional information, contact 503-823-2559, use City TTY 503-823-6868, or use Oregon Relay Service: 711.

Please list any accommodations that will help with meaningful access for you:

APPLICANT QUESTIONS

1. Why do you want to serve on this advisory body? What are your goals?

2. Can you commit to participate fully in the work of the advisory body described on page one?

☐ Yes ☐ No

Additional comments:

3. What support would you need to effectively participate in and be a successful member of this advisory body?

4. Describe your skills, knowledge, and perspectives as well as any volunteer, work, and/or educational experience that would serve the advisory body's ability to meet its mission.

5. The City of Portland seeks to build diverse representation on advisory bodies in terms of areas of expertise, advocacy experience, community involvement, profession, education, race, ethnicity, disability, gender, gender identity, sexual orientation, national origin, age, religion and geographic identification.

List your experience working on diverse teams, public bodies or committees, and your skills related to intergroup dialogues and team-building with diverse communities.

6. How did you hear about this advisory body?

CONFIDENTIAL DEMOGRAPHIC INFORMATION

The City asks that you voluntarily provide the following information. The City will use this information for statistical purposes, such as tracking the diversity of advisory body appointees.

The City strives to cultivate equity, diversity, and inclusion. 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.

What is your age?

☐ Under 18 ☐ 18-25 ☐ 26-39 ☐ 40-55 ☐ 56-70 ☐ Over 70

Which of the following describes your racial or ethnic identity? Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Middle Eastern/North African |
| <input type="checkbox"/> African American or Black | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Decline/Prefer not to answer |

☐ Self-identify: _____

What is your preferred or primary language(s): -

Do you identify with having or living with a disability? ☐ Yes ☐ No

If yes, please describe the nature of your disability. (Please check all that apply)

- | | | | |
|--|---------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Mobility | <input type="checkbox"/> Visual | <input type="checkbox"/> Hearing | <input type="checkbox"/> Cognitive/Developmental |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Hidden | <input type="checkbox"/> Do not wish to disclose |

☐ Self-identify: _____

What is your gender? (Please check all that apply)

- ☐ Female ☐ Male ☐ Gender non-conforming
- ☐ Trans-gender: you are not comfortable with the gender assigned to you at birth
- ☐ Cis-gender: you are comfortable with the gender assigned to you at birth
- ☐ Self-identify: _____

Do you identify with any of the following? (Please check all that apply)

- ☐ Straight ☐ Lesbian ☐ Gay ☐ Bisexual ☐ Queer ☐ Two Spirit
- ☐ Self-identify: _____

What is your total household income?

- ☐ Less than \$19,999 ☐ \$20,000 to \$39,999 ☐ \$40,000 to \$59,999
- ☐ \$60,000 to \$79,999 ☐ \$80,000 to \$99,999 ☐ \$100,000 to \$149,999
- ☐ \$150,000 or more

What geographic area of the City do you live or work? Check all that apply.

- ☐ Inner Southwest ☐ Outer Southwest ☐ Inner Southeast
- ☐ Outer Southeast ☐ Central North ☐ Upper North
- ☐ Inner Northwest ☐ Outer Northwest ☐ Outer East (East of I-205)
- ☐ Other: _____

CONFLICT OF INTEREST DISCLOSURE FORM

State law considers appointees to City advisory bodies public officials. Because advisory body members are public officials, State law requires disclosure of conflicts of interest.

Under Oregon Revised Statute 244.020(3), an appointee has conflict of interest when participating in an official action which could or would result in a financial benefit or avoidance of detriment to the public official, a relative of the public official, or a business with which either is associated.

Additionally, Portland City Code Chapter 1.03, Code of Ethics, requires advisory board members to uphold a specific standard of behavior. This language is included as part of this form and will also be provided as part of your training.

More generally, we would also like to know whether you have any connection with the issue(s) to be considered by the body in which you wish to serve which could influence your perspective.

Please refer to the “Definitions” page and answer the following questions.

1. Are you or is a relative associated with a business, as defined by ORS 244.020(3)(4), that is related to the subject matter to be considered by this advisory body? Please explain.
2. Even if you or a relative’s connection to a business does not rise to the financial thresholds contained in ORS 244.020(3)(4), the City would like to know of any relationship to a business that could benefit financially from the outcome of the matter to be considered by this advisory body. Do you or a relative have connections that could result in a financial benefit of more than \$500 annually? Please explain.

3. Do you or does any relative of yours have a professional affiliation with the City of Portland, either as a staff member or through a contract?

Name	Relationship	Bureau/Department	Position	Contract

Your signature below affirms that all information contained on this form is true to the best of your knowledge. If at any time following the submission of this form you become aware of any actual or potential conflicts of interest or if the information provided become inaccurate or incomplete, promptly notify the City. Misstatement of fact or misrepresentation of information may result in your application being disqualified, or future dismissal from the advisory body.

Signature: _____ Date: _____

Print name: _____

Definitions

1. Oregon state ethics law (ORS 244.020(3)4) defines “business with which the person is associated” as:
 - When, during the preceding calendar year, an appointee or relative has held a position as director, officer, owner, employee or agent of a private business or a closely held corporation in which the appointee or relative held or currently holds stock, stock options, equity interest or debt instrument over \$1,000.
 - When, during the preceding calendar year, appointee or relative has owned or currently owns stock, equity interest, stock options or debt instruments of \$100,000 or more in a publicly held corporation.
 - When the appointee or relative is a director or officer of a publicly held corporation.
 - When an appointee is required by ORS 244.050(5) to file an Annual Verified Statement of Economic Interest form and the business is listed as a source of household income.
2. ORS 244.020(15)2 defines “relative” to include following:
 - Spouse
 - Children
 - Children of the spouse
 - Siblings
 - Siblings of the spouse
 - Person for whom the public official or candidate has a legal support obligation
 - Person benefiting from a public official when benefits are from the public official’s public employment
 - Person who provides benefits to a public official or candidate when benefits are from the person’s employment
 - Spouse of siblings
 - Spouse of siblings of the spouse
 - Parents
 - Parents of the spouse

For purposes of “relatives” defined by the last two bulleted items, examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

Chapter 1.03 Code of Ethics

(Chapter added by Ordinance No. 167619, effective May 4, 1994.)

1.03.010 Definitions.

- A. “City official” means any elected official, employee, appointee to a board or commission, or citizen volunteer authorized to act on behalf of the City of Portland, Oregon.
- B. “Ethics” means positive principles of conduct. Some ethical requirements are enforced by federal, state, or local law. Others rely on training, or on individuals’ desire to do the right thing. The provisions of this Chapter which are not elsewhere enforced by law shall be considered advisory only.

1.03.020 Trust.

The purpose of City government is to serve the public. City officials treat their office as a public trust.

- A. The City’s powers and resources are used for the benefit of the public rather than any official’s personal benefit.
- B. City officials ensure public respect by avoiding even the appearance of impropriety.
- C. Policymakers place long-term benefit to the public as a whole above all other considerations, including important individuals and special interests. However, the public interest includes protecting the rights of under-represented minorities.
- D. Administrators implement policies in good faith as equitably and economically as possible, regardless of their personal views.
- E. Whistle-blowing is appropriate on unlawful or improper actions.
- F. Citizens have a fair and equal opportunity to express their views to City officials.
- G. City officials do not give the appearance of impropriety or personal gain by accepting personal gifts.
- H. City officials devote City resources, including paid time, working supplies and capital assets, to benefit the public.
- I. Political campaigns are not conducted on City time or property.

1.03.030 Objectivity.

City officials' decisions are based on the merits of the issues. Judgment is independent and objective.

- A. City officials avoid financial conflict of interest and do not accept benefits from people requesting to affect decisions.
- B. If an individual official's financial or personal interests will be specifically affected by a decision, the official is to withdraw from participating in the decision.
- C. City officials avoid bias or favoritism, and respect cultural differences as part of decision-making.
- D. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

1.03.040 Accountability.

Open government allows citizens to make informed judgments and to hold officials accountable.

- A. City officials exercise their authority with open meetings and public records.
- B. Officials who delegate responsibilities also follow up to make sure the work is carried out efficiently and ethically.
- C. Campaigns for election should allow the voters to make an informed choice on appropriate criteria.
- D. Each City employee is encouraged to improve City systems by identifying problems and proposing improvements.
- E. City government systems are self-monitoring, with procedures in place to promote appropriate actions.

1.03.050 Leadership.

- A. City officials obey all laws and regulations.
- B. City officials do not exploit loopholes.
- C. Leadership facilitates, rather than blocks, open discussion.
- D. Officials avoid discreditable personal conduct and are personally honest.
- E. All City bureaus and work teams are encouraged to develop detailed ethical standards, training, and enforcement.
- F. The City Auditor will publish a pamphlet containing explanations and examples of ethical principles.