



Bureau of Planning and Sustainability

Innovation. Collaboration. Practical Solutions.

MEMO

DATE: August 23, 2019

TO: Planning and Sustainability Commission

FROM: Sandra Wood and Julie Ocken

CC: Andrea Durbin, Director

SUBJECT: PSC Bylaws Updates

In 2017, the offices of City Commissioners Eudaly, Fish, and Fritz worked with the City Attorney's Office, the Office of Community & Civic Life (formerly Office of Neighborhood Involvement), the Office of Management and Finance, and the Office of Equity and Human Rights to standardize and strengthen the transparency and accountability of the City boards and commissions.

The resolution ([Resolution 37328](#)) provides guidance related to how open positions on City boards and commissions are shared with the community to recruit new members; guidelines for a transparent selection process; training (such as the ones the PSC has received recently relating to equity and HR rules); and several templates, including a Bylaws template. At the PSC meeting on August 27, 2019 we'll discuss changes necessary to the PSC bylaws to comply with these new guidelines.

The original PSC Bylaws were drafted and adopted by PSC members in January 2011, shortly after we formed the Commission (October 2010). Many of the guidelines in the PSC bylaws come directly from Title 33, the Zoning Code, which are the legal and codified rules. These sections in the Bylaws are noted in *italic* font, which you'll see throughout the document. These codified sections can only be updated or edited through a legislative process and action by Council. Other components of the Bylaws are written at the discretion of the Commission and are shown in regular font.

Because much of the PSC's original Bylaws come from code, we worked with staff both at the Civic Life office and the City Attorney's office to ensure the updated PSC Bylaws reflect the required information from the template as well as retained the codified language. We shared a version of the proposed updates with PSC leadership this past spring and responded to a few questions they had, particularly about appointment term length, subcommittees, and amendments to the Bylaws.



City of Portland, Oregon | Bureau of Planning and Sustainability | www.portlandoregon.gov/bps
1900 SW 4th Avenue, Suite 7100, Portland, OR 97201 | phone: 503-823-7700 | fax: 503-823-7800 | tty: 503-823-6868

Printed on 100% post-consumer waste recycled paper.

The template from Civic Life requires that the Commissioner-in-Charge be the one to approve amendments to a commission's bylaws. Based on input and questions from BPS and PSC leadership, we confirmed that the PSC may discuss, edit, and approve amendments to your Bylaws without the Commissioner-in-Charge doing so.

Attached please find a marked-up version of the proposed updates to the PSC Bylaws. Text that is underlined is proposed to be added. Text that is in ~~strikeout~~ font is proposed to be deleted.

We look forward to discussing these changes with you at your August 27, 2019 PSC meeting and expect to vote and approve the updated PSC Bylaws at that meeting as well.

