



Lower Southeast Rising Area Plan – Project Advisory Committee (PAC) Charter and Bylaws – Draft – May 7, 2021

Committee Charter

Project Advisory Committee Charge

The Lower Southeast Rising Area Plan project will identify, develop, and prioritize infrastructure improvements for the City of Portland in order to address the historic lack of transportation infrastructure investment in the project area that includes the neighborhoods of Brentwood-Darlington and portions of Ardenwald-Johnson Creek, Lents, Mt. Scott-Arleta, and Woodstock. This lack of investment has led to fewer choices for residents in how they access their daily needs. The project will also explore potential land use changes to provide daily needs within the neighborhood to reduce average trip lengths.

The goal of this plan is to develop strategies to increase livability and housing stability, as well as improve access to employment, schools, local services and amenities, and recreational opportunities.

Specifically, the project will:

- Explore potential new neighborhood commercial and housing opportunities and ways to prevent displacement.
- Link affordable housing, economic development, and business stabilization opportunities.
- Enhance access to transit and pedestrian and bicycle network connectivity.

The Project Advisory Committee (PAC) is expected to consist of community members with an interest in the Project Area, including representatives of business district associations, neighborhood associations, community-based organizations, schools, historically underserved communities, modal and other advocacy groups, as well as individual residents and business owners.

The Committee will **advise the City on project deliverables including existing conditions, public involvement and engagement, transportation and land use analyses, implementation strategies, and the draft plan.** Participation on the committee is expected throughout the duration of the Lower Southeast Rising Area Plan project but is temporary and will end at the conclusion of the project.

Working Agreement

This project seeks to bring different viewpoints together to develop more robust discussion, more inclusive alternatives, and more sound recommendations. Some forms of conflict are natural in such situations, the strengths and benefits of which are cultivated through respect and efforts to communicate and listen effectively. Therefore, together, staff and Committee members agree to make every effort to do the following:

1. Listen to understand, not to respond.
2. W.A.I.T. – Use self-awareness by asking yourself “Why AM I Talking?” Remember everyone has the right to share their ideas, but not everyone has the opportunity.
3. Assume good intentions, but attend to impact. If someone is hurt, focus on listening and understanding the impact, not the intent.
4. Be willing to make mistakes and be forgiving of those who do.
5. Allow for, and appreciate, disagreement of opinions, ideas, methods – respectfully.
6. Personal stories stay, lessons can be shared.
7. _____ (fill in the blank.) This can be meeting- or committee-specific, should the group want to include one or more additional Ground Rules.

(Source: Bureau of Planning and Sustainability (BPS) Shared Ground)

Facilitation

All members play a role in assisting the facilitator in efforts to achieve a successful meeting. As such, each member agrees to do the following:

1. Notice when they are speaking much more than others on the committee and take a step back when necessary to allow other voices the space they need to emerge.
2. Notice when they are speaking much less than others on the committee and find opportunities to vocally contribute so that others gain the benefit of a new voice.
3. Notice when others are speaking much less and bring this to the attention of the facilitator or committee in a respectful way that creates patient space for them.
4. Notice when expectations of staff and/or members are not being met and consider raising the issue with staff and/or the committee in a respectful way.

Leading with Equity

The City of Portland is committed to increasing diversity, advancing equity and fostering inclusion in everything that we do. Portland, like many U.S. cities, has a longstanding history of racist housing and land use practices that created and reinforced racial segregation and fueled speculation and displacement of BIPOC communities. Exclusionary zoning, racially restrictive

covenants, and redlining are early examples of this, with their effects still visible today. These discriminatory practices have all played a role in shaping the spatial distribution of displacement risk and opportunity—and in exacerbating inequities along lines of race and class.

Right now, our transportation system isn't equitable. Historically underserved communities including communities of color, low-income communities, and people with disabilities, face barriers that impact their mobility and access and a transportation funding system based on regressive gas taxes. Over time, these burdens and associated costs have unfairly impacted specific populations. Transportation equity means recognizing the harmful legacy of past decisions and moving decisively now to address these harms.

Concretely, this means ensuring that communities of color and people with limited mobility, previously excluded from the decision-making process, have a prominent seat at the table and are centered in policy, investments, services, and programs. The Lower Southeast Rising Project Advisory Committee will lead with equity and center transportation justice values throughout its work.

The City of Portland acknowledges historic injustice and context of local decision-making and supports the equitable distribution of the benefits and burdens of decisions to ensure that those most impacted from decisions have an opportunity to meaningfully participate. The City of Portland's commitment to non-discriminatory engagement includes supporting special efforts to engage minority, low-income, women, people with disabilities, people with Limited English Proficiency (LEP), senior and youth populations.

Term and Timeline

The Project Advisory Committee will advise the City throughout the course of the project, with at least seven meetings occurring between May 2021 and September 2022.

Membership

Committee members must live, work, play, worship or go to school in the City of Portland and serve as individuals; there are no organizational seats on the Committee. Members may not have alternates and all serving members are selected and appointed to full terms. If there are vacancies, recruitment for that seat on the Committee will be re-opened, and a new member will be approved by the PBOT and BPS leadership.

Public Comment

All Committee meetings are open to the public, and public comment will be accepted at the start of each meeting. Public comment will also be collected via email, phone and mail.

Information Sharing

Committee members will be provided with meeting agendas and notes from the previous meeting at least one week in advance of each discussion. Whenever possible, meeting materials will be circulated in advance for Committee member review. Committee members are also encouraged to share information with each other. Committee members may forward information, updates and announcements to the Committee staff liaisons for inclusion in correspondence with the group.

Adherence to Oregon Laws

All staff and community members engaged with a City of Portland advisory committee, board or commission are expected to uphold Oregon public laws related to (1) public officials; (2) public meetings; and (3) public records. This information can be found in the “Guide for Volunteer Boards & Commissions” provided by the City of Portland Office of the City Attorney, which will be provided by staff to committee members. Staff will direct committee questions to the City Attorney’s office for official guidance. The committee is especially reminded to abide by the following:

- Familiarize yourself with Oregon Ethics Law and abide by them
- Conduct the business of your board during scheduled public meetings
- Do not deliberate outside of scheduled meetings
- Always copy designated staff person on all correspondence
- If you have information to share, send it to the designated staff or Chair for dissemination

Adherence to Civil Rights Laws

The committee will support PBOT and BPS’ compliance with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the staff will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. The following services are available to committee and community members to make requests: 503-823-5185, T TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCg>

Bylaws

I. Body created on May 26, 2021, by

- Portland City Code _____
- Council Resolution _____
- Council Ordinance _____
- Bureau of Planning and Sustainability by Marty Stockton, City Planner
- Other _____

A. Purpose

The Project Advisory Committee will advise the City throughout the course of the project, with at least seven meetings occurring between May 2021 and September 2022. The PAC will **advise the City on project deliverables including existing conditions, public involvement and engagement, transportation and land use analyses, implementation strategies, and the draft plan.** Participation on the committee is expected throughout the duration of the Lower Southeast Rising Area Plan project but is temporary and will end at the conclusion of the project.

B. Sponsor Bureau

Bureau of Planning and Sustainability (BPS) and Portland Bureau of Transportation (PBOT)

C. Staff/Bureau liaison

Marty Stockton, City Planner _____

D. Advise to

- City Council
- Elected-in-Charge¹ _____
- Bureau Director
- Designated bureau staff (title) Bureau of Planning and Sustainability (BPS) and Portland Bureau of Transportation (PBOT)

II. City Role

The Bureau will provide a staff person to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Body. The Bureau will also provide public notice of all meetings, post materials to a webpage, and prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

¹ The term Elected-in-Charge refers to any of the five elected Commissioners (including the Mayor) plus the City Auditor.

III. Frequency of Meetings

The Body shall meet at least three (3) times each calendar year and as otherwise necessary to conduct its business. Meetings shall be conducted in accordance with the operating procedures specified herein.

IV. Membership and Term

Members of advisory bodies are public officials. They must become familiar with rules and responsibilities described at the “Oregon Government Ethics Law - A Guide for Public Officials” (Oregon Government Ethics Commission). Must be a specific number.

A. Total membership _____ 20 seats

B. Terms (select one)

- Staggered
- All terms begin/end at the same time

C. Term Limits

1. Members will serve for 18 months or until the project completes.
2. Members may not have alternates and all serving members are selected and appointed to full terms. Whether a seat is filled for the remainder of the vacated term or anew will be determined by the appointing entity. If there are vacancies, including if a position becomes vacated during a term, normal recruitment processes should follow. The process includes recruitment applications, vetting and selecting members, and appointment by the Elected-in-Charge (for bodies advising Council) or bureau director (for bodies advising a bureau program or bureau director).

D. Quorum (select one)

- Simple majority: 50% plus 1 or greater number of seats
- A specific number ____, per the authority of ____ [must name other law] (Typically these are laws higher than the state, such as federal. This option is extremely rare)

Advisory bodies advising an individual rather than Council are not required to have a quorum to deliberate. These bodies may use alternative means to arrive at recommendations.

E. Voting (select one)

- Majority of seats per ORS 174.130
- Majority of quorum present per the authority of ____ [must name other law] (Typically these are laws higher than the state, such as federal. This option is extremely rare)

A quorum shall be necessary of voting members to make decisions that represent the position of the Body and to fulfill any other responsibilities. Proxy/absentee voting is not allowed.

Advisory bodies advising an individual rather than Council are not required to administer a formal vote to make recommendations.

V. General Operating Procedures

A. Disclosure of Conflicts of Interest [or other connection]

- A public official is required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- The announcement needs to be made on each occasion when the public official is met with the conflict of interest, and the public official must disclose the nature of the conflict of interest.
- For example, an elected member of the City Council would have to make the public announcement one time when met with the conflict of interest, but only one time in each meeting of the City Council. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting.
- Bureau liaison and/or staff are obligated to record and keep all conflicts of interest that are announced during each meeting.
- If it is found that a member did not disclose a conflict of interest, staff must alert the Bureau Director of the instance as soon as the incidence is known.
- Any potential or actual conflict of interest noted by staff will be included in the recommendation report provided to City Council or other final decision-making body.

B. Meetings will be conducted to foster collaborative decision-making using either:

- Robert's Rules of Order culminating in a majority vote; and
- Consensus Decision Making (including Modified Consensus Decision Making). This option still requires a quorum and a final vote. For example, if there are no vetoes, all voting members' names are listed as "yay", and abstentions are also noted.

VI. Removal of Members and Resignations

A. All members serve at the pleasure of the Elected-in-Charge of the Bureau (for bodies advising council) or Bureau Director (for all other bodies) and may be asked to resign or be removed at the Elected-in-Charge or Director's discretion at any time unless authority (for instance, Code, statute, etc.) exists requiring a different process.

B. Any member who does not give notice that they intend to be absent from a scheduled meeting for more than 25 percent of the meetings in any 12 months of the service will be removed by the Bureau Director.

C. Process for removal

- For unexcused absences: Bureau liaison keeps attendance and informs Bureau

Director of absences, who in turn informs the member in writing that they have been removed as a member of the Body.

- By Elected-in-Charge: Elected informs the member in writing that they have been removed as a member of the Body.

D. Resignation process

Members are expected to make a good faith effort to complete their term. In cases where this is not possible, members are expected to provide notice to the City staff liaison in writing (preferred) or verbally. Members are encouraged to complete the Resignation Form and submit to City staff liaison.

VII. Officers and Subcommittees

The presiding officers of the Body may consist of positions in sequential presiding order.

- Y Chairperson (Chair)
- Y Vice-chairperson(s) (Vice-Chair)
- Y Coordinating committee (or similar)
- X Other (no officers)

and will act as designated leadership appointed by:

- Y Elected-in-Charge.
- Y Bureau Director.
- Y Majority vote of members or consensus decision-making.
- X Other (N/A)

The designated leadership shall be responsible for conducting the meetings and will be voting members of the advisory body. A presiding officer will be designated at all times. The designated leadership may look to staff liaison to facilitate meetings.

The designated leadership will encourage full and safe participation by representatives in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the Body's operating procedures. The

- Chair and the Bureau staff liaison
- X Bureau staff liaison
- Other _____

will also serve as liaison between the members of the Body and the City. In consultation with the facilitator (if there is one) and staff liaison, the designated leadership will develop meeting agendas, establish subcommittees if needed, and ensure an efficient advisory process.

The Body may divide its members into subcommittees authorized to act on behalf of the full Body for an assigned purpose.

For advisory bodies who advise Council, subcommittee meetings are also subject to Oregon Public Meetings Law and must abide by quorum requirements when voting. While subcommittees may engage non-members, only members may vote to approve reports and

recommendations to be forwarded to the full Body. When voting, the quorum for subcommittee members is the simple majority of the subcommittee (50% plus 1 or greater number of seats).

VIII. Communications

If members of the committee are contacted by the media, they should refer the reporters to the Portland Bureau of Transportation's Public Information Officer. Members of the committee are not authorized to speak the media either on behalf of the Portland Bureau of Transportation or on behalf of the committee. If members of the media would like a comment or other information from members of the committee, the bureau's Public Information Officer will provide this to the media. In rare cases, the bureau may have a committee member speak directly to the media, but this will only be done in close coordination with the bureau's Communications Manager and only with their express permission.

On rare occasions, some advisory bodies may ask or be asked to write position letters to external groups or governments in support or opposition of policy issues that are relevant to the purpose and scope of the Body. This is accomplished by first proposing the position to the Staff Liaison to the advisory body. The Staff Liaison and/or bureau leadership must work with PBOT's liaison to the Office of Government Relations if the external communication is with a regional, state, federal or tribal government according to PBOT procedures. This process is required in accordance with Administrative Rule 3.01, which establishes the Office of Government Relations as the central coordinating body for this external intergovernmental outreach.

IX. Public Meetings and Records

Meetings of the full body and subcommittee meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-690). The Bureau liaison will provide notice to the public regarding the dates, times, and locations of all meetings:

- Regular meetings:
 - Best practices: at least one week,
 - Minimum requirement: at least 48 hours,
- Special meetings: at least 24 hours.

Per ORS 192.670(1), advisory body members can participate through telephonic conference calls. Requests for any other electronic communication means require approval from the Bureau liaison with City Attorney consultation. All records of the Body, including formal documents, discussion drafts, meeting summaries, and exhibits are public records. Communications among members related to the subject matter of this Body should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and votes made during meetings, memoranda, work projects, records, documents, text messages, pictures, or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal notes of individual members taken at public meetings might be considered to be public record to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)). Members are not allowed to deliberate towards a decision over e-mail, as public participation needs to be guaranteed through that process.

X. Amendment of Bylaws

The Body may vote to recommend to the Elected-in-Charge (or the Bureau Director, in the case of Type III advisory bodies) amendment or repeal of these Bylaws. The Bureau may also recommend changes to the Elected-in-Charge (or the Bureau Director). The Elected-in-Charge (or the Bureau Director) must sign off on original bylaws and any amendments to the bylaws. Members have no authority to amend bylaws without approval.

Original Bylaws Created by: Marty Stockton, City Planner, BPS, on 05/07/2021
(name/title) (date)

Approved by: _____, on _____
(Elected/Bureau Director) (date approved)

Amended: _____, on _____
(name, title) (date amended)

Approved by: _____, on _____
(Elected/Bureau Director) (date approved)

Amended: _____, on _____
(name, title) (date amended)

Approved by: _____, on _____
(Elected/Bureau Director) (date approved)