



## Agenda

January Topic: 1. RSC Work Plan 2/2

<i>AGENDA TOPIC</i>	<i>LEAD</i>	<i>ACTION</i>	<i>TIME</i>
<b>Call to Order, Roll Call</b>	Justin Barrieault, PHB		2:30 - 2:35 pm
<b>Housing Bureau Topics</b>			
<b>Staff Updates</b> <ul style="list-style-type: none"> <li>• Bylaws Update</li> <li>• Recruitment for Exec Committee</li> <li>• 2023 Listening Session</li> </ul>	Breonne DeDecker, PHB Justin Barrieault, PHB	Updates	2:35 – 2:50 pm
<b>RSC Commissioner Topics</b>			
<b>Accessibility Check-In</b>	Laura Golino de Lovato, RSC	Discussion	2:50 – 3:15 pm
<b>2023 Workplan Development</b>	Laura Golino de Lovato, RSC	Discussion	3:15 – 3:55 pm
<b>Voting</b> <ol style="list-style-type: none"> <li>1. <b>Accessibility Check-In</b></li> <li>2. <b>Extension of RSC Meetings</b> (Proposal: Extend Meeting Times to 2:00pm – 5:00pm)</li> <li>3. <b>2023 Workplan Approval</b></li> <li>4. <b>Work products to Cm Rubio</b> (Proposal: Send 2021/2022 RSC Work Products to Cm Rubio)</li> </ol>	Justin Barrieault, PHB	Voting	3:55 – 4:15 pm
<b>Public Testimony</b>	Breonne DeDecker, PHB	Testimony	4:15 – 4:45 pm
<b>Discussion of Public Testimony or Presentations</b> <ol style="list-style-type: none"> <li>1. <b>14.6% Rent Increase</b></li> </ol>	Justin Barrieault, PHB	Presentations	4:45 – 5:00pm

Materials for all meetings will be posted on the Housing Bureau's website:

<https://www.portlandoregon.gov/phb/RSC>

**Upcoming Public Meetings: RSC Executive Committee Meeting**, Wednesday, March 22<sup>nd</sup>, 2pm – 3pm, Zoom

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## **Applicable Laws/Procedures**

### **Board Membership**

#### **Board at Large**

- 13 members will serve for two-year terms.
- Members can serve for 8 consecutive years, or 4 consecutive terms

#### **Executive Committee**

- Consists of 4 members
  - 2 Co-Chairs
  - 2 Vice Chairs
- Members can serve for 4 consecutive years, or 2 consecutive terms
- Members interested in continuing service in a designated leadership role beyond four consecutive years must sit out for 2 years
- Executive committee members may continue to serve in leadership roles beyond the term limits until the new committee members are confirmed into leadership roles, unless they are otherwise removed

### **Quorum**

- Defined as "The minimum number of members that must participate for the governing body to be competent to transact business"
  - One-half plus one of all appointed members." PCC 3.133.060
  - With a 13-member board, we reach quorum when 8 members are present
- A quorum shall be necessary of voting members to make decisions that represent the position of the Body and to fulfill any other responsibilities.
- A quorum of a governing body may not meet in private (or discuss via email) for the purpose of deciding on or deliberating toward a decision on any matter
  - All meetings of a governing body (and discussions pertaining to deliberate actions/decisions) must be open to the public
- If each member of a governing body is charged to form recommendations individually rather than deliberately through a quorum requirement, the Public Meetings Law does not apply.

### **Voting**

- All official actions of a governing body must be taken by public vote, and the results of the vote must be recorded
- Secret voting & proxy/absentee voting are not allowed
- Per PCC 3.133.060, a vote that secures half of the voting members present, rather than a majority of the seats (per ORS 174.130), will pass
  - For example, if 11 members are present (establishing quorum), then an affirmative vote of 6 members will pass
- When one or more members do not vote, the abstention does not count as either an affirmative or negative vote
- Voting protocol
  - After the measure/policy/action is established that will be voted on, Housing Bureau staff will read off the name of each commissioner present

- At this point, each commissioner will offer their vote, either verbally or through written communication in the chat
  - Voting options: Yes (affirmative), No (negative), Abstain (neither affirmative nor negative)
- A member of the Housing Bureau will record the votes, indicating at voting completion whether the issue passed