

Portland Plan Community Involvement Committee (CIC)

BYLAWS

1. NAME OF ORGANIZATION:

The name of the organization shall be the *Portland Plan Community Involvement Committee (CIC)*

2. PURPOSE

The Portland Plan Community Involvement Committee is charged with serving as the “eyes and ears” of Portland’s many and diverse communities, ensuring that the perspectives of ALL Portlanders are reflected in the Portland Plan as it evolves.

CIC will interact with Bureau of Planning and Sustainability (BPS) staff, particularly District Liaisons. The CIC will also work with the Office of Neighborhood Involvement’s Public Involvement Best Practices Program, Diversity and Civic Leadership Program, and other initiatives designed to promote inclusive and meaningful public involvement in Portland. The CIC will continue the community’s participation in the Portland Plan, a process that began with visionPDX, which captured and fleshed out our shared values of sustainability, equity, accessibility, community connectedness and distinctiveness.

CIC will receive information and be a checkpoint for a wide representation of community members to review, comment and advise the Bureau of Planning and Sustainability on the Portland Plan as it is developed. It will help guide the Planning Commission and City Council as they consider approval of the plan.

CIC will meet quarterly, or as needed. Subcommittees will be established to work on specific tasks as may be determined and will hold meetings as necessary. CIC will provide regular reports and updates to the Planning Commission which has final authority on all matters related to the Portland Plan as it is referred to the City Council for approval.

3. COMMITTEE RESPONSIBILITIES

- a. Define criteria and principles for engaging Portlanders in a public involvement process for the Portland Plan, identify benchmarks and timelines to measure success, and serve as “guardians” of the process to make sure that criteria and principles continue to be adhered to throughout the development of the Plan.
- b. Advise the Planning Commission on Portlanders’ understanding, awareness and reaction to the Plan as it progresses. Recommend changes for outreach and public support for the plan as appropriate to stay flexible, responsive and transparent.

- c. Provide guidance to and a sounding board for staff to test ideas, messages, informational materials and exercises – with special attention to clarity, accessibility, and relevance to issues of concern to the public.
- d. Utilize the member's connection to their respective networks as ambassadors for the involvement process in the community.
- e. Document key discussion points and decisions, post notes on the Portland Plan website, and appear before the Planning Commission for interaction and to provide reports.

4. MEMBERSHIP

Qualifications: CIC consists of eighteen (18) members representing the diverse communities of Portland including racial/ethnic, gender, age, religious, and socio-economic diversity, none of whom may hold public elective office. The Chair shall be a member of the Portland Planning Commission.

Terms: CIC members shall serve for a period of three years commencing July 8, 2009 or until such time as the Portland City Council takes final action on the Portland Plan or until such time as may otherwise be determined by CIC. Members of the Committee who wish to resign before completion of the project shall provide a written letter of resignation to the CIC Chair.

Adding New Members: If a CIC member is no longer able to serve on the committee or the Mayor's office or BPS feels that adding a member is crucial to the ongoing viability of the committee, a membership sub-committee will be convened with the sole purpose of evaluating appropriateness of the potential member. Each potential member will be asked to complete an application, identical to the one that all existing members were asked to complete. The sub-committee will interview and make recommendations regarding the potential member(s) to the committee as a whole at the next scheduled meeting and a vote will be taken. A majority of members must vote yes, for the member to be included.

5. MEMBER RESPONSIBILITIES

- a. Attend and actively participate in Committee meetings, and subcommittee meetings as appropriate.
- b. Interact with community members and partners to develop and promote interest and participation in the Portland Plan.
- c. Share information with local organizations in which you are involved, and gather, synthesize, and convey information and perspective from those organizations.
- d. Review background materials to understand the issues and their relevance to various communities.
- e. Provide a sounding board to ensure that a variety of data and viewpoints have been considered.

- f. Voice concerns directly, promptly, and constructively.

6. STAFF RESPONSIBILITIES

- a. Assist the Chair in preparing and distributing agendas and background materials in advance of meetings. Post agendas and other meeting materials on the website.
- b. Manage and facilitate the process for the good of the Committee as a whole.
- c. Attend and facilitate meetings as *ex officio* member.
- d. Develop summary notes from meetings and distribute them within seven (7) days of the meeting. These notes should faithfully represent areas of general agreement within the group and areas in which there are diverging viewpoints. Once accepted by the Committee, post notes on the Portland Plan website.
- e. Develop draft documents for Committee's review and comment.
- f. Provide relevant information to the Committee regarding ongoing City activities relating to the Portland Plan.
- g. Provide documentation of its activities and outcomes relating to the public involvement process.
- h. Provide verbal response to questions from CIC at meetings and otherwise in writing.

7. SUBCOMMITTEES

The CIC Chair, in consultation with staff, shall create Sub Committees as may be deemed necessary to perform the work of CIC. Subcommittees shall be established as outlined in Addendum "A" with additional Subcommittees to be formed as may be necessary. The CIC Chair, in consultation with staff, shall also appoint Task Groups as required for the purpose of performing particular assignments.

8. FINANCIAL SUPPORT

All members of the Committee serve without pay. BPS shall provide CIC with staff assistance necessary to enable it to discharge its duties.

9. OFFICERS

Chair: The Planning Commission Chair shall appoint a member of the Planning Commission as the chair of the Committee. The chair shall preside at all Committee meetings. The chair shall represent the Committee at the Planning Commission and as requested by the Committee.

Executive Subcommittee: Members of the Executive Subcommittee shall select an alternate chair on a rotating basis from within the Subcommittee every three months. The alternate chair shall perform the duties of the chair in the chair's absence. The alternate chair may represent the position of the full Committee at Planning Commission and City Council meetings and as requested by the full Committee. The Executive Subcommittee shall attend Planning Commission and City Council meetings as a "spokes group" led by the Chair or alternate Chair.

10. MEETINGS

CIC shall meet at least once a month during its initial six months as an operating organization. The frequency of meeting thereafter will be determined according to necessity. Meetings are conducted in accordance with adopted rules of procedure. Special meetings of the Committee may be called by the chair or by majority vote as deemed necessary. Meetings shall begin and end as scheduled.

11. AGENDAS

Staff shall prepare a draft agenda for any meeting ten (10) days before the meeting. Upon approval of the agenda, staff shall publish the final agenda within five (5) days of the meeting.

Distribution of Agenda to Members: Staff shall e-mail the draft agenda to the Chair and members of the Executive Subcommittee for approval. Staff shall forward a final agenda and any materials necessary for the meeting to the full CIC within five (5) days of the meeting. On most occasions, delivery will be by e-mail, unless printed documents are requested by members, or staff deems e-mail inappropriate for the volume of documents.

Agenda Format: Agenda topics generally will include: approval of minutes, announcements, work items, and matters of interest to the Committee. The agenda may include discussion items at which no vote will be taken, or action items on which a vote may be taken. At any time the Committee may take "straw votes" for informal assessment of positions or decline to make a recommendation.

12. QUORUM AND DECISION MAKING

Two thirds of the active members of CIC shall constitute a quorum at a meeting of the full Committee. In the spirit of harmony and goodwill that comprise the common goals of CIC and its members, formal votes will generally not be taken. Decisions will be made via consensus utilizing a "fist to five" [See Addendum "B"] process whereby the sense of the group can be determined.

In the event there is a major issue that significantly divides the members, the Chair may, in his or her discretion, call for a formal vote. A majority of members present must vote affirmatively in order to take action. Individual members may not have more than one vote. In the event there is an issue where it is known in advance that a vote will take place at an upcoming meeting, members may vote by proxy, but such member(s) will not be included for the purpose of determining a quorum. Proxy shall apply only if original language and intent does not change.

13. PUBLIC PARTICIPATION

Any general or special meeting is open to any person who may wish to be heard regarding any item on the agenda. It is up to the discretion of the Chair of CIC when or whether public comments will be received at the meeting or deferred to the Planning Commission for hearing. Only CIC Committee members will be eligible to vote.

14. PROCEDURES

Roberts Rules of Order shall be followed in all areas not covered by the bylaws.

15. POWERS

CIC shall make recommendations on community involvement policies and issues to the Planning Commission. The Committee performs an advisory role to the Planning Commission and fosters communication and leadership on the Portland Plan community involvement issues. Whereas the Planning Commission holds hearings and makes recommendations to City Council on policy matters pursuant to City Code Chapter 33.710.040.D., CIC shall forward any recommendation on a policy matter to the Planning Commission for public hearing.

16. ATTENDANCE

While CIC is composed of a group of volunteers with busy schedules, it is expected that Committee members will notify the Chair or the appropriate staff member if unable to attend a full CIC or subcommittee meeting. Members missing two (2) consecutive full CIC meetings shall be asked to meet with the Chair and members of the Executive Committee to determine whether the member has sufficient time and interest to continue on the CIC". The chair, in consultation with the Executive Committee, will make a determination based on the best interests of the member and the CIC.

If a member is unable to attend a meeting, he or she may provide, in advance, written comments relevant to the agenda or may participate via teleconferencing. A member participating via teleconferencing will be included in the quorum count.

An alternate may not be appointed as a representative of a member

17. CONFLICT OF INTEREST PROCEDURES

A member of the Committee may not participate in any action in which the member has a direct or substantial financial interest. Any actual or potential interest must be disclosed at the meeting where the action is scheduled.

18. SUBMISSION OF PROPOSALS

Any person or group, inside or outside the Committee may propose items for consideration and/or recommendation to the Committee. CIC shall decide when or whether to receive oral comments during the meeting about matters on the agenda or request written comments for continued deliberation.

19. PUBLIC MEETINGS/PUBLIC RECORDS REQUIREMENT

CIC shall abide by all Oregon statutes relative to public meetings and public records. Official action(s) taken by the Committee shall be on record or included in the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of views, including dissenting views, shall be transmitted along with any recommendation made by the Committee to the Planning Commission for acceptance at a regular meeting of the Planning Commission. Official records will be kept on file at BPS.

20. COMMUNICATION

Communication with the media and broader public by the CIC shall be primarily the responsibility of the Chair or other members of CIC as may be designated by the Communications Sub Committee. Members are not to represent the committee in conversations with members of the media, both on and off the record, with regard to matters of policy or substance, to promote an individual agent or to presume to represent the positions of the CIC or its other members. Members may share, verbatim, information provided to the CIC by the Communications Subcommittee, in keeping with Open Meeting and Public Information Law. For example, talking points, presentation materials and other materials as have been provided by the staff of the Bureau of Planning and Sustainability may be quoted.

When speaking from his/her own point of a view, a member must clearly state in advance, and several times during the discussion that "I am stating my own opinions and make no claim that they represent those of the CIC or other members, though they may."

21. NONDISCRIMINATION

CIC will not discriminate against individuals or groups on the basis of race, religion, gender, marital status, familial status, national origin, age, physical or mental disability not constituting a bona fide qualification, sexual orientation, gender identity, source of income or Vietnam era veterans' status.

22. ADOPTION AND AMENDMENT OF BYLAWS

All amendments to these bylaws must be proposed in writing and submitted to members at least ten (10) days before a decision on its adoption may proceed. The process for adoption shall comply with the decision process as described in Article 12 above.

23. REVIEW

In order to maintain flexibility and to promote best practices in the ongoing proceedings of the Committee, and to further determine that the heretofore bylaws are working as intended, the Executive Subcommittee shall review the bylaws no later than six months after its adoption. At that time, the Subcommittee may recommend any amendments to the bylaws to the full Committee as may be deemed appropriate.

ADDENDUM “A”

Subcommittees (Draft – August 4, 2009)

Portland Plan CIC

Subcommittee	Members	Staff	Charge
Executive	Brian Heron Howard Shapiro Liz Gatti Rahul Rastogi Stan Penkin	Marty Stockton marty.stockton@ci.portland.or.us 503.823.2041	Work with chair to flesh out committee charter to incorporate operating agreements, decision-making protocols, roles and responsibilities, etc. Provide general support to chair as needed (e.g., help develop agendas, help facilitate meetings, fill in if chair is absent, etc.)
Communications	Aneley Hallova Howard Shapiro Jon Turino Linda Nettekoven	Eden Dabbs eden.dabbs@ci.portland.or.us 503.823.9908	Serve as advisors to staff to develop and tell the Portland Plan story in a compelling and relevant way to multiple audiences Serve as a sounding board for testing written and graphic materials, to ensure that they speak to a variety of interests and audiences and that materials are clear, understandable and compelling <i>Immediate task:</i> assist staff to select a consultant to develop strategic communication program; assist with refining consultant's scope of work
Workshop Design	Linda Nettekoven Liz Gatti Paula Amato Rahul Rastogi <i>Angie Thompson Brian Heron Jason Long</i>	Tom Armstrong tom.armstrong@ci.portland.or.us 503.823.3527	Assist staff team to design participatory public workshops in the fall and winter Serve as a sounding board for testing informational materials, presentations and exercises to ensure that they are engaging, productive, and fun
Outreach	Angie Thompson Jason Long Lai-Lani Ovalles Linda Nettekoven Liz Gatti Shirley Nacoste	tbd	Work with CIC members and staff to help ensure that a wide range of organizations and networks are being effectively reached through formal and informal means Help staff brainstorm and pursue specific outreach techniques, with an emphasis on reaching traditionally underrepresented communities

Notes:

1. The composition of each subcommittee is flexible, and CIC members may be added to each. Please email [Marty Stockton \(marty.stockton@ci.portland.or.us\)](mailto:marty.stockton@ci.portland.or.us) if you want to be added to a subcommittee.
2. Additional subcommittees and/or task groups may be formed to respond to emerging needs as the Portland Plan progresses.
3. Names in italics are CIC members who expressed interest in participating in a particular subcommittee in a secondary role.
4. Subcommittees will be fairly informal. Staff will be contacting members directly to talk more about upcoming tasks and activities. Staff may tap the expertise and assistance of individuals or the group as a whole – depending on the task at hand and members' interest and availability.

ADDENDUM “B”

“Fist to Five”

Portland Plan CIC

Fist-to-Five Consensus-Building

INTRODUCTION: When a group comes to consensus on a matter, it means that everyone in the group can support the decision; they don't all have to think it's the best decision, but they all agree they can live with it. This tool is an easy-to-use way to build consensus among diverse groups.

POINT TO PONDER: "It is the law of love that rules mankind. Had violence, i.e. hate, ruled us we should have become extinct long ago. And yet, the tragedy of it is that the so-called civilized men and nations conduct themselves as if the basis of society was violence." - Mahatma Gandhi

DIRECTIONS: Whenever a group is discussing a possible solution or coming to a decision on any matter, Fist-to-Five is a good tool to determine what each person's opinion is at any given time.

COMBINING YOUR TEAM'S IDEAS: BUILDING CONSENSUS USING FIST-TO-FIVE

To use this technique the Team Leader restates a decision the group may make and asks everyone to show their level of support. Each person responds by showing a fist or a number of fingers that corresponds to their opinion.

Fist

A no vote - a way to block consensus. I need to talk more on the proposal and require changes for it to pass.

1 Finger

I still need to discuss certain issues and suggest changes that should be made.

2 Fingers

I am more comfortable with the proposal but would like to discuss some minor issues.

3 Fingers

I'm not in total agreement but feel comfortable to let this decision or a proposal pass without further discussion.

4 Fingers

I think it's a good idea/decision and will work for it.

5 Fingers

It's a great idea and I will be one of the leaders in implementing it.

If anyone holds up fewer than three fingers, they should be given the opportunity to state their objections and the team should address their concerns. Teams continue the Fist-to-Five process until they achieve consensus (a minimum of three fingers or higher) or determine they must move on to the next issue.)

Suggested Citation

Fletcher, A. (2002). *FireStarter Youth Power Curriculum: Participant Guidebook*. Olympia, WA: Freechild Project.

Tool Designer: This tool was originally designed by the American Youth Foundation.