



Montgomery Park to Hollywood (MP2H) Project Working Group Bylaws Draft - May 14, 2020

I. Montgomery Park to Hollywood (MP2H) Project Working Group (the “body”)

A. Purpose

The City of Portland Bureau of Planning and Sustainability (BPS) and the Portland Bureau of Transportation (PBOT) are conducting the Montgomery Park to Hollywood Transit and Land Use Development Strategy (MP2H). The city is seeking a diverse group of people to provide advice and guidance to project staff and a consultant team specifically for the NW Portland portion of the MP2H study area. *(Note: Due to different expected outcomes, a different community engagement approach is planned for the Eastside/NE Portland study area.)*

The MP2H will study opportunities to create an equitable development plan for transit-oriented districts in NW Portland and NE Portland. The study will identify land use and urban design, economic development, and opportunities for community benefits possible with a transit-oriented development scenario, including a potential streetcar extension. The project will also consider how such opportunities could support the City’s racial equity, climate justice, employment and housing goals. The work is funded in part by a Federal Transit Administration (FTA) grant.

The MP2H Project Working Group (PWG) will advise City staff and consultants over the course of the project. The PWG is not a decision-making body. PWG members are intended to represent a range of viewpoints. Members of community/neighborhood groups, business associations, property owners, transportation groups, and other groups in the area are encouraged to participate. Community based organizations that are recipients of MP2H grants will be invited to participate on the PWG.

PWG members may provide feedback and guidance in areas such as:

- Approaches to public outreach and engagement.
- Issues of community interest to consider in development.
- Urban design and land use scenarios.
- Opportunities for enhancing community outcomes.
- Future public/private actions and investments that result from the study.

B. Sponsor Bureaus: Bureau of Planning and Sustainability (BPS) and Portland Bureau of Transportation (PBOT)

C. Bureau liaisons: Barry Manning, Senior Planner (BPS); Kate Drennan, Senior Planner (PBOT)

D. Advise to: BPS and PBOT staff and consultant team

E. Established: May 2020

II. City Role

The Bureau will provide staff to facilitate the group, assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice. 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.

III. Frequency of Meetings

Meetings are expected up to once a month and will take place on weekdays (late afternoon or evenings) in NW or SW Portland. The committee will meet no more than once a month unless a change is determined necessary. Six to ten meetings are anticipated. Meetings are open to the public and will include opportunity for public comment. Notice of meetings, agendas and materials will be posted at: <https://beta.portland.gov/mp2h>. Meeting summaries will be posted on the website as soon as possible following each meeting.

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).

- A.** Total membership will be 15-20 total.
- B.** Members are involved for a duration of about one year – May 2020 to March 2021. Alternates are not anticipated. Members may invite an individual to attend a meeting in the role of the general public and are welcome to provide public comment during the opportunities provided for non-members during the meetings. These individuals’ primary responsibility is to inform the PWG member about the deliberations at the conclusion of the meeting.
- C.** Role and Voting. The PWG will represent a diversity of viewpoints, skills and expertise. The PWG members acknowledge that their role is to:
 - Act as a communicator to the organizations or communities that they represent – bringing information from the community to the PWG, and information about the study to the community.
 - Provide feedback and advice – both from the representative’s viewpoint and the perspective of their organization - to city staff and consultants - on matters related to the study, opportunities, impacts and issues.

The PWG is not a decision-making group, will not vote, and will not have formal leadership. If the need arises, spokespersons to represent positions may be selected to address commissions or city decision-makers.

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 collaboration. The PWG will represent a diversity of viewpoints, skills and expertise. As such, members are asked to listen and consider both localized issues and city and regional goals.

PWG members should consider a range of solutions, discuss the pros and cons of the issues presented and deliver comments and feedback to staff based on approaches that provide broad public benefits. Common to each discussion, regardless of topic area, will be the question: Who is likely to benefit from various options, and who is likely to be burdened? This question will help inform an understanding of the equity implications of different choices. While consensus around issues is a desirable outcome, the varied perspectives of PWG members may not lend itself to consensus. The group should engage in open and constructive dialogue to ensure that potential solutions are well tested and that diverging opinions are aired, discussed and documented. Thoughtful expression of differing perspectives will help inform balanced solutions.

Project Working Group members will:

- Listen and be open to the diverse points of view represented on the group.
- Treat each other with civility and respect.
- Strive to understand the needs and interests of the broad range of communities that are stakeholders in the activities and plans for the city.
- Provide fair and balanced information about the issues that come before the group for discussions

VI. Removal of Members and Resignations

- ### **A.**
- All members serve at the pleasure of the Bureau Director and may be asked to resign or be removed at the 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 more than two consecutive scheduled meetings may be removed by the Bureau Director. 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.

C. 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. In the case of withdrawal of a member from the committee process, the decision to replace that member will depend on factors such as how far along the group is in the process, whether the addition of a new member would be disruptive, and whether the loss of the interests represented by the withdrawing member creates a serious gap on the committee in terms of expertise and/or interests. Authority for decisions about replacing members rests with the Bureau of Planning and Sustainability, which may consider recommendations from the group.

VII. Facilitator Role

The project is staffed by BPS and PBOT Project Managers and assisted by other bureau staff. BPS and PBOT staff will facilitate meetings, manage the project and consultants, bring key items to the PWG for discussion, and will be responsible for communicating PWG feedback to consultants and other city staff for consideration in developing the planning elements. Project staff will also make sure the internet webpage and calendar for the group is updated.

The City may contract with an independent and neutral third party whose role is to facilitate meetings, help develop recommendations, and produce approved reports. The Facilitator will not act as an advocate on any issue, any interest group, or any member of the Body.

Specific facilitators' responsibilities are determined by the needs of the Bureau and advisory board, but may include:

- Ensure a welcoming meeting environment where all members can participate.
- Ensure a safe environment for minority opinions.
- Conduct meetings in a manner to foster collaboration and consensus building.

VIII. Communications

A. Members agree that transparency is essential to all deliberations. In that regard: Advisory body members are required to notify City staff liaison of verbal communications with interest groups and all communications with media. Members are required to copy the City staff liaison or Facilitator on all written communications from/to interest groups (other than a group specifically represented by a member) commenting on the Body's deliberations. These communications will be included in the public record as detailed below and copied to full Body as appropriate.

B. 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, in partnership with bureau leadership must approve the position before the letter has been drafted. The Staff Liaison and/or bureau leadership must work with the Office of Government Relations if the external communication is with a state, federal or tribal government. 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 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,
- First or special meeting: 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.