

**Ensuring Accountability,
Inspiring Trust.**



Council Onboarding

Council Procedures

Keelan McClymont, Council Clerk
December 16, 2024



**Portland
City Auditor**
Council Clerk

Council Meetings, Part I

Meetings of Full Council

Regular Council meetings	Recessed Council meetings (as needed)
1 st Wednesday at 9:30 a.m.	1 st Wednesday at 2:00 p.m.
	1 st Thursday at 2:00 p.m.
3 rd Wednesday at 6:00 p.m.	3 rd Thursday at 2:00 p.m.
Quorum = 7 Councilors	

Quorum

Regular meetings, work sessions, and executive sessions = 7 Councilors

Committee meetings = a majority of committee members



Absences and virtual participation

[Council Absence Notice Form](#)

[Virtual Council Participation Form](#)

In this agenda

• Thursday, January 2, 2025 9:30 am

Thursday, January 2, 2025 9:30 am

Expand all

^ Agenda Updates

Last updated December 27, 2024 at 9:00 a.m.

Scheduled absences	President NAME and Councilor NAME. Vice President NAME will preside in the President's absence
Virtual participation	Councilors NAME, NAME and NAME
President and Vice President Election	Council will nominate and vote to elect a President and Vice President

✓ Verbal and Written Testimony Information

Home / Council Clerk

Council Absences

Upcoming Absences

Previous Absences

Council Member	Absence Purpose	Start Date	End Date	Full/Partial Day	Start Time	End Time
Comm. Carmen Rubio	City Business	12/04/2024	12/04/2024	Partial day	9:30 am	10:30 am
Comm. Carmen Rubio	Personal	12/23/2024	12/27/2024	Full day		
Comm. Mingus Mapps	Personal	12/23/2024	12/27/2024	Full day		
Mayor Ted Wheeler	Personal	12/24/2024	12/28/2024	Full day		
Comm. Dan Ryan	Personal	12/21/2024	01/01/2025	Full day		

Additional Types of Council Meetings

Work sessions ➤ Quorum = 7 Councilors	Executive sessions Quorum = 7 Councilors
Committee meetings ➤ Quorum is a majority of committee members	Special meetings Emergency meetings Quorum = 7 Councilors

Public Meetings

- Open to the public with electronic option for attendance (hybrid meetings)
- Notice of time and place of meetings, including subject(s) to be considered (agenda)
- Meetings are accessible
- Notice must be posted at least 24 hours before each meeting
- Minutes

“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of [the Public Meetings Law] that decisions of governing bodies be arrived at openly.”

Oregon Revised Statute 192.620

[Attorney General's Public Records and Meetings Manual 2019 – Public Meetings](#)

Council Meeting Agenda

E-Council – Agenda Management System

- [Council Voting Record](#)
- [Neighborhoods](#)
- [Confirmed Agenda Items webpage](#)
- Coming soon! Committee webpages



E-Council – Submitting Agenda Items

Councilor – Councilor's Senior Aide

Committee – Chair or Vice Chair of the committee, Senior Aides for Chair or Vice Chair, Council Policy Analyst

Mayor – Mayor's Senior Aide, City Administrator, Deputy City Administrator, Assistant City Administrator

Auditor – Chief Deputy City Auditor, Auditor's General Counsel, Audit Services Director

An elected official or committee may designate another position to file agenda documents by submitting a written designation to the Council Clerk.

[Council Procedures and Drafting Manual – Filing Requirements for Agenda Items](#)



**Portland
City Auditor**
Council Clerk

Filing Deadline

Tuesday at noon the week before the meeting

Code Amendment Deadline

- Two weeks before requested Council meeting date
- [How to Amend City Code employee webpage](#)
- [Code Format and Style Guide](#)



**Portland
City Auditor**
Council Clerk

Verbal and Written Testimony

^ Verbal and Written Testimony Information

Verbal Testimony: City Council welcomes public testimony. Members of the public must sign up in advance to comment on an agenda item during the meeting by completing the "testify on this item" link below or by calling 311 ([learn more about testifying on agenda items](#)). [Request interpretation or an accommodation online](#) or call 503-823-4000 (please make your request at least 5 days in advance of the meeting). To address Council about a topic of your choosing, [request a communication spot](#) for an upcoming Council (same-day registration is not available, the deadline to request a communication is Tuesday at noon for the following week's meeting).

Registration for virtual testimony closes one hour prior to the Council meeting. Testifiers must sign up before the agenda item is heard.

View testimony order

Written Testimony: Click the agenda item title to submit written testimony for ordinances, resolutions, and reports. Written testimony will be distributed to members of Council and added to the public record if received before Council votes unless otherwise stated during the meeting or on the agenda.

View written testimony

1052

[Amend the Portland Clean Energy Community Benefits Fund Climate Investment Plan \(Ordinance\)](#)

Introduced by: Mayor Ted Wheeler

City department: Planning and Sustainability (BPS); Portland Clean Energy Community Benefits Fund (PCEF)

Time requested: 30 minutes

Testify on this item

Amend the Portland Clean Energy Community Benefits Fund Climate Investment Plan

Ordinance

The City of Portland ordains.

Submit written testimony

[Council Agenda Public Testimony Order](#)

[Written Testimony for Agenda Items webpage](#)



Agenda Item Documents

Type	Minimum votes required
Ordinance <ul style="list-style-type: none">• Emergency• Non-emergency	Nine affirmative votes Seven affirmative votes
Resolution	Seven affirmative votes
Report	Seven affirmative votes
Impact Statement – required for ordinances, resolutions and reports	

[Council Procedures and Drafting Manual](#)

Voting Order

Handout: 2025 Council Voting Order

2025 Council Voting Order			
Q1: January – March	Q2: April – June	Q3: July – September	Q4: October – December
<i>District 1</i> Avalos Dunphy Smith	<i>District 2</i> Kanal Pirtle-Guiney Ryan	<i>District 3</i> Koyama Lane Morillo Novick	<i>District 4</i> Clark Green Zimmerman
<i>District 2</i> Kanal Pirtle-Guiney Ryan	<i>District 3</i> Koyama Lane Morillo Novick	<i>District 4</i> Clark Green Zimmerman	<i>District 1</i> Avalos Dunphy Smith
<i>District 3</i> Koyama Lane Morillo Novick	<i>District 4</i> Clark Green Zimmerman	<i>District 1</i> Avalos Dunphy Smith	<i>District 2</i> Kanal Pirtle-Guiney Ryan
<i>District 4</i> Clark Green Zimmerman	<i>District 1</i> Avalos Dunphy Smith	<i>District 2</i> Kanal Pirtle-Guiney Ryan	<i>District 3</i> Koyama Lane Morillo Novick
Presiding Officer	Presiding Officer	Presiding Officer	Presiding Officer



Agenda: Order of Business

1. Agenda Approval
2. President's Recommendations
3. Public Communications to Council
4. Time Certain
5. Consent Agenda
6. Regular Agenda

[Nine-twelfths agenda]

[Suspension of rules]

Handout: Example Council Agenda

Council Meetings, Part II

Using Zoom

- Meeting invitations
- Raising your virtual hand
- Presentation materials
- Camera and audio

The screenshot displays a Zoom meeting interface. At the top, a dark header bar shows two yellow hand icons and a notification: "Councilor NAME +1 other raised hands". Below this, two white boxes labeled "Councilor NAME" are visible. In the center, an email invitation from Zoom is shown, titled "How to Join and Present: City Council Meeting - December 11, 2024 9:30 a.m.". The email includes a "Zoom <no-reply@zoom.us>" header, a "Required" status, and a "Council" category. It features response buttons: "Accept", "Tentative", "Decline", and a clock icon. A green arrow points from the "Accept" button to the "Raise hand" button in the Zoom toolbar at the bottom. The toolbar also includes icons for "Audio", "Video", "Participants" (showing 1 participant), and "Share".

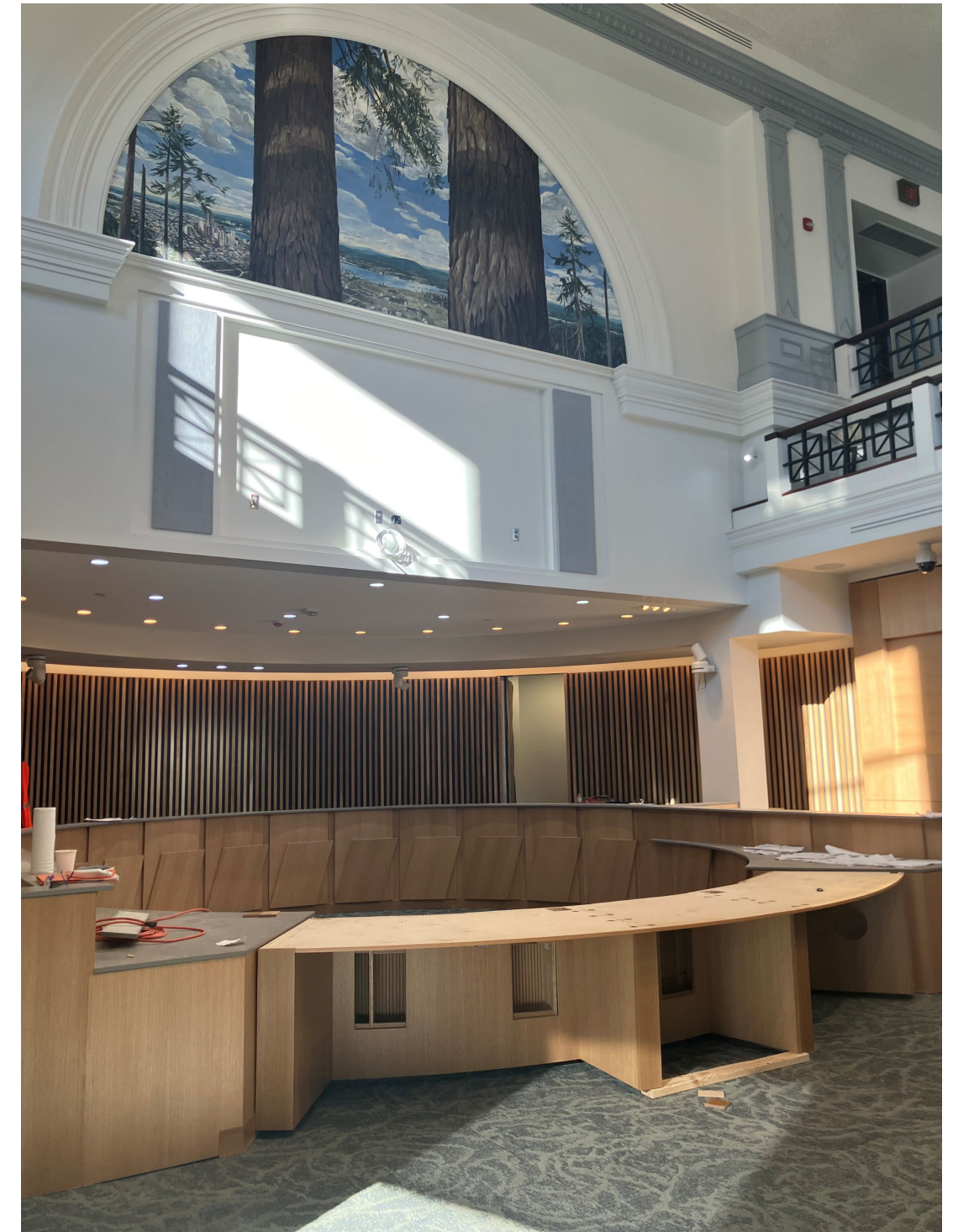
What Happens at a Regular Council Meeting



- Presiding Officer
- Councilors
- City Attorney
- Council Clerk
- Staff
- Public

What Happens at a Work Session

- No formal agenda
- Staff or invited speakers present information
- Council discussion
- Public testimony is not heard



What Will Happen at the First Meeting on January 2

- The President and Vice President will be elected.
 - The Council Clerk and assisted by legal counsel, will serve as a non-voting ex officio presiding officer to facilitate the election of the first President.
- Public communications (5) will be heard.

Handout: Procedure for Electing Council President and Vice President

Council Procedures Resources

Email councilclerk@portlandoregon.gov

Website portland.gov/auditor/council-clerk

Employee Resources employees.portland.gov/council-clerk

Council Procedures & Drafting Manual employees.portland.gov/council-clerk/council-procedures-and-drafting-manual-ara-701

Code Chapter 3.02 Council Organization and Procedure portland.gov/code/3/02

Council Clerk Team



Keelan McClymont
Council Clerk



Aria Ramus
Analyst



Christina Thomas
Analyst



Rebecca Dobert
Deputy Council Clerk



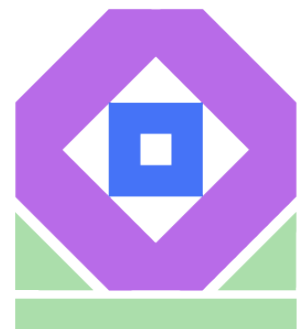
Diego Barriga
Administrative Specialist



Diadira Pedro-Xuncax
Administrative Specialist



Thank you for listening



**Portland
City Auditor**
Council Clerk



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