Characteristics of Advisory Bodies

Portland Charter, Section 2-103 Boards and Commissions.

The Council may create and establish such boards and commissions as it may deem necessary in addition to boards and commissions established by this Charter, and may abolish or alter from time to time any boards or commissions it has established or may establish. All powers and duties of abolished boards and commissions shall be exercised and performed by the Council. [1942 recod., sec. 2-102; sec. 2-103; am. Nov. 6, 1962.]

Type I: Bona fide governing body of a public body. Collective cull of ideas to advise Council by a designated group of individuals. Ongoing.

- Required by City code, charter or state law
- Members approved by Council
- Makes recommendations to Council
- Usually perpetual
- Set number of seats/members*
- Must comply with public meetings law
- Quorum required to make a recommendation
- Elected-in-Charge may dismiss a member
- Term limits
- Members are public officials and must disclose potential and any actual conflicts of interest
- Collective decision-making/product
    - Straight majority vote
    - Consensus decision making: a creative and dynamic way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority of the group getting their way, a group using **consensus** is committed to finding solutions that everyone actively supports, or at least can live with.
        - Still requires a quorum
        - Still requires a vote
        - Still requires a majority of seats to vote in favor

* Some code sets membership at either "no more than", "at least" and the like. Quorum can be established based on number of seats filled. Quorum and voting thresholds must be explicit if they deviate from than what is required by ORS 174.130.

Type II: Bona fide governing body of a public body. Collective cull of ideas to advise Council by a designated group of individuals. Limited duration/issue specific.

- Created by Council ordinance or resolution
- Established for limited and specific purpose
- Meetings take place over a predetermined limited duration
- Disbanded when work is completed
- Members approved by Council
- Makes recommendations to Council
- Set number of seats/members*
- Must comply with public meetings law
- Quorum required to make a recommendation
- Elected-in-Charge may dismiss a member
- Members are public officials must disclose potential and any actual conflicts of interest
- Collective decision-making/product

Type III: Before bringing an idea to Council or implementing at Bureau level, Bureau staff to gather input from a variety of designated constituencies and incorporate ideas into final product or proposal to Council. City staff members do the work of gathering the ideas shared and turning them into a proposal or policy.

- May be created by Council resolution, ordinance, Elected or Bureau to solicit ideas from various designated members on a given topic
- Members selected by Elected, Bureau Director or designated City staff (the person to whom they will report)
- Elected, Bureau Director or designated City staff is responsible for proposing outcome based on input received
- Perpetual or limited
- Set or fluid number of members who are particularly chosen (no substitution/proxy)
- Exempt from public meetings law, but meetings may be open to the public
- Members may be excluded by Elected or Bureau Director
- No quorum or recorded votes required, but may do so if desired
- May also use various means of "taking the temperature of the group" such as a show of hands or red, yellow and green signals
- Members are public officials and must disclose potential and any actual conflicts of interest
- May make decisions collectively or create a collective product

Tracking Boards and Commissions Information

Information provided by City Attorney's office.

Other cities contacted:

- City of Seattle
- City of Salem
- City of Minneapolis

Software used:

- Granicus
- Salesforce

Granicus and Salesforce live on the City website as an iFrame. This means that the website looks exactly like a City website but the data is collected through the purchased software.

Both sets of software have the following features:

- A list of vacancies
- A link for applications
- Tracking on applicants including when their terms are expiring, what other boards they have applied to, and what documents they have submitted such as resumes and cover letters.
- Reporting on applicants such as demographics and conflicts

Neither of these software solutions offer a way to keep track of trainings. Some of the other municipalities post videos of their trainings on the website and ask all volunteers to watch it there.

Citylearner on portlandoregon.gov can keep track of what volunteers receive in terms of training but nothing would be automated like it is for City employees. We would have to rely on the honor system with volunteers. But we could store our trainings there and lists of volunteers who have/have not taken the training.

Anonymous Exit Interview for City Advisory Bodies

Advisory body name:

Bureau:

Please answer the following questions to assist us in documenting your experiences as a member of this City advisory body. Your responses will be kept confidential will help us to capture accomplishments and shortcomings of this work and improve training and opportunities for future volunteers. Thank you for your service to the City of Portland.

If you would prefer to complete this survey orally, please contact:

- *Staff name:*
- *Phone:*
- *Email:*

1. Did your experience on this body meet your expectations? Please explain.

2. Did you get the support you needed to effectively participate? Please explain.

3. Were you adequately informed of your duties and responsibilities? Please explain.

4. Do you feel your participation had an impact on city policies or programs? Please provide examples.

5. What was most meaningful about your experience? Please describe.

6. Please highlight one success that you or members of this body accomplished during your membership.

7. What was most challenging aspect or in need of improvement? Please describe.

8. What recommendations do you have for this body to improve its effectiveness?

9. Would you recommend participation in this body to a friend or colleague? If not, why not?

Values to Guide Transparent Selection Process
City Advisory Bodies Project

Resolution 37285, to strength transparency and accountability of City advisory bodies (approved by City Council May 11, 2017) included an action item to develop values to guide transparent selection processes.

Such guidance already exists in the City of Portland Public Involvement Principles approved by City Council August 4, 2010. Specifically, the principle on transparency states:

> Public decision-making processes are accessible, open, honest, and understandable. Members of the public receive the information they need, and with enough lead time, to participate effectively.

Processes that follow this principle typically exhibit the following characteristics:

- Roles and responsibilities are clearly identified, understood and accepted.
- All meetings are open to the public and held in venues that are accessible and welcoming to community members.
- Relevant documents and materials are readily available to the public.
- Materials are available prior to the meeting so people are informed and ready to participate fully.
- Materials that are lengthy or complex are made available with additional lead time to ensure community members can review and understand the materials, clarify with bureau staff, and check back with the communities they represent as needed.
- Adequate time and resources are given for translation of materials and interpretation services and accommodations at meetings and forums as necessary.

In addition to action steps being taken as part of Resolution 37285 the Public Involvement Advisory Council (PIAC) is finalizing additional recommendations to be completed later this fall for enhanced policies, procedures and practices for City advisory committees addressing:

- Recruiting and retaining diverse membership
- Training and orientation of committee members and staff
- Management of advisory bodies
- Public engagement in advisory bodies
- Evaluating effectiveness of advisory bodies

We encourage all aspects of this project to improve City advisory bodies to refer to the Public Involvement Principles for guidance on development and implementation of these recommendations.
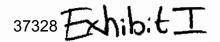
The complete City of Portland Public Involvement Principles (Aug. 4, 2010) are as follows:

- **Partnership** Community members have a right to be involved in decisions that affect them. Participants can influence decision-making and receive feedback on how their input was used. The public has the opportunity to recommend projects and issues for government consideration.

- **Early Involvement** Public involvement is an early and integral part of issue and opportunity identification, concept development, design, and implementation of city policies, programs, and projects.

- **Building Relationships and Community Capacity** Public involvement processes invest in and develop long-term, collaborative working relationships and learning opportunities with community partners and stakeholders.

- **Inclusiveness and Equity** Public dialogue and decision-making processes identify, reach out to, and encourage participation of the community in its full diversity. Processes respect a range of values and interests and the knowledge of those involved. Historically excluded individuals and groups are included authentically in processes, activities, and decision and policy making. Impacts, including costs and benefits, are identified and distributed fairly.

- **Good Quality Process Design and Implementation** Public involvement processes and techniques are well-designed to appropriately fit the scope, character, and impact of a policy or project. Processes adapt to changing needs and issues as they move forward.

- **Transparency** Public decision-making processes are accessible, open, honest, and understandable. Members of the public receive the information they need, and with enough lead time, to participate effectively.

- **Accountability** City leaders and staff are accountable for ensuring meaningful public involvement in the work of city government.

You can find the City of Portland's Public Involvement Principles online at:
https://www.portlandoregon.gov/oni/article/312804

For more information contact:
Ashley Horne
Public Involvement Best Practices Program Coordinator
503-823-5202
Ashley.horne@portlandoregon.gov

CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

CHLOE EUDALY, COMMISSIONER

Suk Rhee, Bureau Director
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204

Promoting a culture of civic engagement

September 24, 2017

TO: Mayor Wheeler and Commissioners

FR: Suk Rhee, Director, Office of Neighborhood Involvement

RE: Resolution 37285 action: proposed next steps and lead office to implement

Resolution 37285, approved by City Council May 11, 2017, included several action items to strengthen transparency and accountability of City advisory bodies. Among these was an action item to develop a proposed budget and lead office for implementation.

Over the summer, staff from Commissioner Fish, Eudaly and Fritz's offices, along with the Office of the City Attorney, Office of Neighborhood Involvement (ONI) and Office of Equity and Human Rights (OEHR) have made progress developing a uniform application, training materials, bylaws template, and exit survey for advisory bodies. In addition, the Public Involvement Advisory Council (PIAC) is nearing completion on a set of recommendations on advisory bodies closely aligned with this effort.

While there has been progress in developing these products, there is general agreement on the need for ongoing citywide program support to follow through on completion and implementation of these action steps and emerging recommendations from PIAC addressing the following for advisory bodies:

- Recruitment and retention of diverse membership.
- Orientation, training and legal guidance on roles, responsibilities, practices, and other specific subject matter bureaus are responsible to provide for new members and staff.
- Citywide strategy for minimum governance structure including City Attorney's proposed types, conflict of interest policy, and centralized database for tracking participation.
- Developing citywide community engagement best practices, including emerging uses for technology and communication tools.
- Citywide tools for evaluating effectiveness and tracking impact.

On behalf of the working group mentioned above, we propose, for your consideration:

office of
neighborhood
involvement

- This coordinating function be housed at ONI.
- A new position be developed to work across bureaus and with PIAC and existing bodies supporting community engagement throughout the City.
- Engagement with BTS and performance measurement initiatives within the City to identify the database, technological and communication support tools needed to successfully implement the components identified above.
- Development of a multi-year budget projection with specific requests for the FY 18/19 budget process. Minimum requirements would include $116,000 to $126,000 in FTE in the program specialist or coordinator series and an additional $25k for internal and external M&S.
- Explore overhead funding model as most, if not all bureaus, utilize advisory bodies.

These discussions are ongoing and we look forward to ongoing collaboration with the offices of Commissioners Fish, Eudaly and Fritz, along with staff from the City Attorney, and OEHR. Please let me know if you have any further questions.