

From the Desk of

HOWARD P. TRAVER

EXECUTIVE ASSISTANT
TO THE MAYOR

303 CITY HALL
PORTLAND, OREGON 97204

EJW 9-25-69

5-23-69

Mayor -

you will not
numerous pertinent points
made by Hon.

This is for you prior
man info.

after return I'll get
it to Dave Weed and his
by-law comm.

Back to Howard
Dave should see.

SPS

Jan

→

Isam

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)

RECEIVED

MAY 23 1969

From Office of City Attorney

To Office of Mayor

MAYOR'S OFFICE

Addressed to Mayor Schrunk

Attention Howard Traver

Subject Rules and Operating Procedure, Citizen's Planning Board

May 20, 1969

Dear Mayor Schrunk:

You have forwarded to me for my note and comment a copy of the rules and operating procedure of the Citizen's Planning Board of the Model Cities program. I have reviewed these carefully and submit the following comments for your consideration. My comments are separated by paragraph and refer to the section of the rules involved.

II, MEMBERS

1. Composition: This section describes the Citizen Planning Board members but does not contain details of election procedures. If this document is to guide future action of the Board according to set rules, it would be appropriate that election procedures be included. The document states that the Mayor appoints the balance of the members but does not say that the City Council adopts the so-composed Board. It would be appropriate that this step be taken so that at some point the Council would control the procedures used in elections, and so that the Board is not self-perpetuating without Council approval.

2. Proxy: This section provides that any member may appoint a proxy to go to a meeting and vote for him. The proxy is not a person who is appointed by a specific area and the rules do not require that a member receive notice of the business to be conducted at the meeting. For this reason, an area might be represented by an uninformed proxy in a meeting in which basic policy is considered and voted upon. It would be appropriate if this section were rewritten to include proxy on specific questions and if notice of the business to be conducted were provided at V MEETINGS.

MAYOR	
EXEC.	
ASST.	
C.	
ASST.	
CO.	
ASST.	
ADM.	
SEC.	

Mayor Schrunk
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3. Vacancies; (a): This section suggests that alternates from a member school attendance area may fill an unexpired term in certain cases. There is no provision for designating the alternates, and it appears unusual that an alternate can be elected by an area but the member involved can appoint another person as his proxy to vote on policy matter. At (b) it is suggested that if a Board member appointed by the Mayor, is unable to serve, the Board shall recommend a person to fill that position. I wonder if this implies that the Mayor is then limited in his choice to persons recommended by the Board.

4. Absences: This section provides that if a member is absent under certain conditions, then the member's position shall be declared vacant but it does not state who declares it vacant and if the member involved should receive notice of a meeting at which it is declared vacant. I wonder if it is intended that the vacancy provision is self-executing and there is no need for a declaration, or if there is a need for a declaration if there is discretion as to whether or not the position is in fact vacant.

III, OFFICERS

2. Election: This section provides that the officers of the Board shall be elected by the Board but does not provide when they will be elected. It would be appropriate to provide that election of officers would occur at the annual meeting or at such other times as would coincide with election and approval by the Council.

3. Removal: This section provides that the Board may only remove officers for cause. This is, of course, a policy matter but it seems that the term for cause gives an officer certain vested rights in the office and does not define cause or state who would determine if cause existed. As the Board would determine whether or not cause existed, it is my impression that the term cause only adds confusion and in fact does not provide for the orderly removal of officers.

4. Term: This section provides that officers hold office until their successors have been duly elected and qualified. There is no provision in the document for qualification of officers and the only qualification I find is that they are members of the Board and the term "qualified" implies that the Board, after electing an officer, may inquire into his qualifications before he is eligible to take office. The document does not provide when an officer takes office and it would be appropriate to set a time within the rules so that the officer elected would hold office from the time of his election or at the next meeting, or at the next session.

Mayor Schrunk
May 20, 1969
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5. Vacancies: This section states that a vacancy would be filled by the Board for an unexpired term, but it is not clear from the documents whether that person would then be eligible to be reappointed by the Board for a full term. Hypothetically, an officer could be appointed for one meeting and then be precluded from ever again serving in that office because of the provisions in III, 4.

IV, DUTIES OF OFFICERS

2. Vice-Chairman and Second Vice-Chairman: Line 2 of this section states that the Vice-Chairman and Second Vice-Chairman "in order of seniority" shall exercise powers. The term "order of seniority" implies length of term in office which is not an appropriate term for the document. It would better be stated the Vice-Chairman and Second Vice-Chairman in that order, shall in the absence or disability of the Chairman or Acting Chairman, exercise the powers and perform the duties of the Chairman.

The second part of that section, provides that the Vice-Chairman and Second Vice-Chairman shall accept duties from the Board or from the Chairman, or those duties as are imposed by the rules of operating procedure. It would be better clarified if the Vice-Chairman and Second Vice-Chairman perform such duties as were prescribed by the Chairman, as the Board can direct the Chairman to perform such duties and they in turn be delegated to the Vice-Chairman and Second Vice-Chairman.

3. Secretary: This paragraph provides that the Secretary shall keep the records and the minutes and make them available to "any member upon reasonable request". Inasmuch as this organization is advisory to a public body, this limitation does not seem appropriate and it also seems that if a member were to request records, it would be inappropriate to consider whether or not his request was reasonable.

The Secretary is also obligated by this paragraph to notify members of time and place of all meetings, but is not required by the document to provide the members with an agenda prior to that meeting. Because it is the general practice to require notice prior to considering a matter and moreover, since the members may choose not to be present or may choose to send a proxy pursuant to II, 2, I recommend that the Secretary be required to send with notice of meetings an agenda prepared by the Chairman.

4. Corresponding Secretary: This paragraph, as paragraph 2, suggests that both the Board and the Chairman may direct the action of this officer. It must be noted that paragraph 1 of this section states that the Chairman is the "Chief Administrative Officer" and it would be appropriate if the direction of the officers were left to the Chairman as the Board has the authority to direct the Chairman.

V, MEETINGS

2. Special Meetings: This section provides that the executive committee shall, upon "proper request" call special meetings. Inasmuch as proper request is not defined, and who may make such a request is not clarified and the executive committee has the authority to call special meetings without this sentence, I recommend it be deleted or clarified. The paragraph also provides that "notice of special meetings shall be given by or at the direction of the Chairman or the Executive Committee to each member not less than 24 hours prior", etc. Paragraph IV, DUTIES OF OFFICERS, 3, provides that "the secretary shall be responsible for notifying members of the time and place of all meetings. This paragraph, therefore, is directly in conflict with the prior paragraph and it would be appropriate to leave notice of meeting to the Secretary.

The section (2. Special Meetings) also provides that special meetings may be called by the "Chairman or by any five members". This combined with the last sentence and combined with the fact that the Chairman is the Chairman of the Executive Committee is stated in such a way so as to be confusing. If the Chairman of the Board is the Chairman of the Executive Committee a request by five members of the Board can be made to the Executive Committee and the Executive Committee can then agree to call a meeting.

I recommend that this section be redrafted so as to clearly state what is intended.

6. Majority Rule: This section provides that a majority of the members present and voting decides the question. Such a provision allows that members of the Board may be present, refuse to vote, and thereby avoid their responsibility to decide issues. It would be my recommendation that if a question cannot obtain a simple majority of the members present it is deemed defeated.

VI, COMMITTEES

2. Standing Committees: The second paragraph of this section states that "members of these committees shall be elected by the Board." I would prefer the word "designated", but this is only a matter of preference. The last sentence there provides

Mayor Schrunk
May 20, 1969
Page 5

for meetings at "the convenience of the members". I wonder if this does not imply that the members need to voice some approval before a meeting can be called. If this is the case, it would be a cumbersome procedure and it should better be left to the discretion of the presiding officer. If the committee does not like the action of the presiding officer, they would then nominate a new presiding officer. It would be appropriate in this regard to state that the presiding officer of the committee holds office for one year only, designating the year to coincide with the term of the officers of the Board.

4. Executive Committee: This paragraph states that the Executive Committee consists of persons including "four other members to be elected by the Board." In the following paragraphs, where it is the intent to designate committee personnel as members of the Board to be elected by the Board, that is stated, and the inconsistency raises the question whether persons other than Board members can be elected to the Executive Committee. This is especially so inasmuch as the term "elected" rather than "designated" is used. I recommend that it read as follows: "ther members of the Board to be designated by the Board."

This paragraph also provides the Executive Board considers policy action and that such is subject to the approval of the Board. There is no other indication in this document that the Executive Committee can make policy or approve projects. It is appropriate that if the Executive Committee has the authority delegated to it to take action on subsitive matters, that such authority be spelled out more specifically and approved by the City Council. It must be noted that the Citizen's Planning Board is advisory to the Council as a total body only, and not as an executive committee. Moreover, if the Executive Committee is to act for the Citizen's Planning Board on matters of federal grants, their authority needs to be specifically stated so that there will be no confusion or delay in such submissions. It must also be noted that if the action of the Executive Committee is subject to approval, it is not such action as would be acceptable for the usual federal grant program.

5. Personnel Committee: This section states that the personnel committee approve applicants for staff positions which are subject to the approval of the Board and for any salaried positions the Board may establish. It must be noted that the Board only approves one staff position and cannot establish any salaried positions. I also note that it appears from the sentence that the personnel committee has the exclusive responsibility for screening and interviewing which, if this document is approved by the Council, could imply that the City has delegated its right to screen and interview applicants for the position of Director. I therefore recommend that the section be reworded so as to properly

Mayor Schrunk
May 20, 1969
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state the intent.

VI, COMMITTEES: The sections describing the committees do not provide for rules of order and VIII, RULES OF ORDER does not include committees. For that reason, I recommend that rules of procedure, meetings, notice, and etc., be considered for the committees.

VII, WORKING COMMITTEES


2. Members: This provides that "only residents of the Model Cities area may be voting members," while (5) provides that all members of working committees shall have voting rights. This is a direct inconsistency and must be cured.

3. Officers: The last sentence here provides that "each working committee chairman shall be an advisory member of the Board". However, advisory members of the Board are not otherwise mentioned and there is no description of their rights or activities.

VIII, AMENDMENTS

This paragraph provides that the Citizens' Planning Board may alter all rules, etc. However, it must be noted that if the Citizens' Planning Board is to be an official Board of the City of Portland approved by the Council as advisory to the Council and is given the right to limit the use of federal grants in an area of Portland which essentially is a legislative function, the Council has the duty to require that business be conducted in a manner likely to accommodate the Council's needs.

Yours very truly,


DONALD C. JEFFERY
Deputy City Attorney

DCJ:ep

M del Cities

Phone 288-7051

Room 210 • 5329 N.E. UNION AVENUE

Portland

OREGON 97211

RECEIVED

April 28, 1969

MAY 5 1969

MAYOR'S OFFICE

Hon. Terry Schrunk
Mayor of Portland
City Hall
Portland, Oregon 97204

Dear Mayor Schrunk:

I am enclosing for your information the minutes of the April 15 meeting of the Citizens Planning Board, along with the changed and approved Rules and Operating Procedures.

MAYOR	<i>[Signature]</i>
ASST.	<i>[Signature]</i>
COMM. ASST.	<i>[Signature]</i>
ADM. SEC.	

Sincerely yours,

Donna Cordon

Donna Cordon
Assistant to the Director

Enclosures

MODEL CITIES AGENCY
5329 N.E. Union Avenue
Room 210 Ph: 288-6923
Portland, Oregon 97211

Minutes of Meeting
CITIZENS PLANNING BOARD

April 1, 1969

The Citizens Planning Board of the Portland Model Cities Agency met at 5329 N.E. Union Avenue on April 15, 1969. Twenty members were present. Those absent were Treva Barker (excused) and James Thompson, Jr.

The motion was made and seconded that the Board move from the Bonneville Power Administration Conference Room to the Model Cities office. The motion was passed. The Director, Model Cities Agency, requested the record show that in the future, meetings will be held in locations other than the Model Cities office.

A letter from Mac Downing to Chairman Baskett and other Board members was read. The Board agreed that the termination of Mac Downing's employment from the Model Cities Agency would be discussed during the executive session following the regular meeting.

Correction of the previous minutes was made. Hazel Hays' name was misspelled. "Planning Board" should have read "School Board." The minutes were approved as corrected.

Mr. Harry Ward reported the progress of the Float Committee. Two immediate problems facing the Committee were brought to the attention of the Board. Problem 1: Mac Downing is no longer employed by the Model Cities Agency. Even though Marian Scott will be providing staff services to the Boosters in Mrs. Downing's absence, it was the Committee's feeling they would be losing the value of the work Mrs. Downing had already done. Problem 2: The stationery proposed to be used by the Model Cities Boosters to raise money for the float listed the Model Cities Agency's mailing address and telephone number. The Director stated an opinion by the City Attorney's office indicating the Model Cities Agency's address and telephone number should not be shown because MCA does not have the right to solicit funds.

The motion was made and seconded that the Float Committee contract Mrs. Mac Downing to assist in the soliciting of funds for the Model Cities Boosters Float. She will receive 25 percent of the money she raises, the amount not to exceed \$530 per month. The Float Committee will determine her termination date, not to exceed June 30, 1969. The motion was passed.

It was moved and seconded the Boosters use the address and telephone number of the Model Cities Information Center on their stationery. The motion was passed.

Mr. Brawner reported on his two meetings with the schools in the Model Cities area regarding the proposed essay contest, winners of which are to ride on the float. He reported that school officials are enthusiastic and everything seems to be going smoothly.

Mr. Gisvold reported for the By-Laws Committee. He moved the proposed changes be accepted and be shown in Article II. (See attached copy of corrected Rules and Operating Procedures) The motion was passed.

Mr. Brawner reported for the Nominating Committee. It was moved and seconded that the following people be nominated for positions indicated: Chairman: Harry Ward and David Weed. First Vice Chairman: E. J. Baskett. Second Vice Chairman: Peter Wolmut. Recording Secretary: Elaine Cogan. Corresponding Secretary: Roselle Yee. In addition, the Committee suggested the names of four people to be elected to the Executive Board, with the stipulation that the losing Chairman nominee be automatically placed on the Executive Board. The four names were: Dean Gisvold, John Gustafson, Bobbie Nunn and the losing Chairman nominee. The motion was passed.

The motion was moved and seconded that the election be held April 15. Motion passed.

The motion was moved and seconded that one ballot be used rather than using separate ballots for each office. The motion was passed with one contrary vote.

Alvin Batiste, Director, Model Cities Agency, announced that the Addendum has been completed and is now in San Francisco for review. The Interagency Review will be held May 1 and 2. Mr. Batiste, Ken Gervais, E. J. Baskett, the new Chairman, and Don Jeffery have been invited to attend. The Director suggested reactivating the working committees. The Chairman of the Board requested the Director to submit a written report to the Board during the months of May and June. The Director reported that the Services for the Mentally Retarded proposal is in San Francisco for review and everything is progressing satisfactorily. Beautification program - Don Jeffery reported to the Director that approximately \$90,000 has been set aside for the beautification project. Mrs. Barnett has been requested to give this matter her attention and work up an interoffice report and recommendation. It was suggested that priorities for beautification projects which the Board agreed upon last year be considered again.

Mrs. Nunn suggested it be mandatory for MCA staff to attend all Board meetings. The Chairman suggested this would be discussed during executive session following the regular board meeting.

Nominations were open for Chairman: Harry Ward and David Weed. Nominations were closed.

Nominations were open for First Vice Chairman: E. J. Baskett. Nominations were closed.

Nominations were open for Second Vice Chairman: Peter Wolmut. Nominations were closed.

Nominations were open for Recording Secretary: Elaine Cogan. Nominations were closed.

Nominations were open for Corresponding Secretary: Roselle Yee. Nominations were closed.

The motion was moved and seconded for a unanimous ballot for First Vice Chairman, Second Vice Chairman, Recording Secretary, and Corresponding Secretary. The motion was passed.

A ballot was submitted for Chairman. The vote was 12 to 9 in favor of David Weed. It was moved and seconded that David Weed be elected unanimously as the Citizens Planning Board Chairman. The motion was passed.

Nominations were open for the Executive Board. Harry Ward, Dean Gisvold, John Gustafson, Bobbie Nunn, and Reverend Edgar Jackson. Nominations were closed. Ballot showed Ward, Gustafson, Gisvold and Nunn as winning.

David Weed took over as the new Chairman.

Mr. Frank Brawner submitted his resignation. The motion was made and seconded that his resignation be accepted with the provision that should Mr. Brawner at some future date feel he again had the time to be a member of the Board, he be considered as a member for the first available opening. The motion was passed.

The regular meeting was then adjourned and the Board convened in executive session.

E. J. Baskett, Chairman
Elaine Cogan, Secretary

CAKE, JAUREGUY, HARDY, BUTTLER & McEWEN

ATTORNEYS AT LAW

1408 STANDARD PLAZA

PORTLAND, OREGON 97204

226-7321

RALPH H. CAKE
NICHOLAS JAUREGUY
HERBERT C. HARDY
JOHN H. BUTTLER
DONALD W. McEWEN
ROBERT L. WEISS
WILLIAM E. LOVE
JONATHAN U. NEWMAN
JOHN R. FAUST, JR.
JOSEPH J. HANNA, JR.
FRED B. MILLER
DEAN P. GISVOLD
GEORGE C. REINMILLER
NICK I. GOYAK
ROBERT D. RANKIN

July 23, 1969

Mr. Al Batiste, Director
Model Cities Program
5329 N. E. Union Avenue
Portland, Oregon

Dear Al:

Enclosed is the report of the Rules Committee, together with the proposed changes to Article II of the rules and operating procedures of the Citizens Planning Board. Please reproduce the report and the changes in sufficient numbers for distribution to CPB members at the next regular meeting. If you have any questions, please call.

Thank you.

Very truly yours,


Dean P. Gisvold

DPG:jan
enc.

REPORT OF RULES COMMITTEE

TO: MEMBERS OF THE CITIZENS PLANNING BOARD
FROM: RULES COMMITTEE

July 22, 1969

Attached are the recommended changes to the rules and operating procedures of the Citizens Planning Board in regard to elections and appointments.

Re paragraph 6 (c): The League of Women Voters, through Treva Barker, has consented to this paragraph. However, the League advises that they will not be in charge of the elections, but will act as consultants and provide any necessary training and education. The League has agreed to print the ballots and to work with the Citizens Committee to bring about fair and impartial elections.

The Mayor's office has reviewed the proposed changes and has given their approval.

~~by the Mayor on or about the time set for the election in the following year.~~
by the Mayor on or about the time set for the election in the following year.

ARTICLE II

3. Vacancies

(a) If any elected member of the Board is unable for any reason to serve on the Board, that member's position shall be held within 30 days after a vacancy occurs.

4. Elections and Nominations

(a) Time

An election shall be held annually, on the first Saturday of May, with the first election to be held on the first Saturday of 1969. In addition to the members, any other eligible person may be elected to such office.

(b) Eligibility

A person shall be eligible to vote in each election if said person is a resident of the County of Santa Clara at the time of the election.

(c) Ballot

For each election, the Board shall appoint a person to act as the returning officer. The returning officer shall be responsible for the preparation and distribution of the ballot.

(d) Voting

The first election shall be held on March 1, 1969. The second election shall be held on March 1, 1970. The third election shall be held on March 1, 1971. The fourth election shall be held on March 1, 1972. The fifth election shall be held on March 1, 1973. The sixth election shall be held on March 1, 1974. The seventh election shall be held on March 1, 1975. The eighth election shall be held on March 1, 1976. The ninth election shall be held on March 1, 1977. The tenth election shall be held on March 1, 1978. The eleventh election shall be held on March 1, 1979. The twelfth election shall be held on March 1, 1980. The thirteenth election shall be held on March 1, 1981. The fourteenth election shall be held on March 1, 1982. The fifteenth election shall be held on March 1, 1983. The sixteenth election shall be held on March 1, 1984. The seventeenth election shall be held on March 1, 1985. The eighteenth election shall be held on March 1, 1986. The nineteenth election shall be held on March 1, 1987. The twentieth election shall be held on March 1, 1988. The twenty-first election shall be held on March 1, 1989. The twenty-second election shall be held on March 1, 1990. The twenty-third election shall be held on March 1, 1991. The twenty-fourth election shall be held on March 1, 1992. The twenty-fifth election shall be held on March 1, 1993. The twenty-sixth election shall be held on March 1, 1994. The twenty-seventh election shall be held on March 1, 1995. The twenty-eighth election shall be held on March 1, 1996. The twenty-ninth election shall be held on March 1, 1997. The thirtieth election shall be held on March 1, 1998. The thirty-first election shall be held on March 1, 1999. The thirty-second election shall be held on March 1, 2000. The thirty-third election shall be held on March 1, 2001. The thirty-fourth election shall be held on March 1, 2002. The thirty-fifth election shall be held on March 1, 2003. The thirty-sixth election shall be held on March 1, 2004. The thirty-seventh election shall be held on March 1, 2005. The thirty-eighth election shall be held on March 1, 2006. The thirty-ninth election shall be held on March 1, 2007. The fortieth election shall be held on March 1, 2008. The forty-first election shall be held on March 1, 2009. The forty-second election shall be held on March 1, 2010. The forty-third election shall be held on March 1, 2011. The forty-fourth election shall be held on March 1, 2012. The forty-fifth election shall be held on March 1, 2013. The forty-sixth election shall be held on March 1, 2014. The forty-seventh election shall be held on March 1, 2015. The forty-eighth election shall be held on March 1, 2016. The forty-ninth election shall be held on March 1, 2017. The fiftieth election shall be held on March 1, 2018. The fifty-first election shall be held on March 1, 2019. The fifty-second election shall be held on March 1, 2020. The fifty-third election shall be held on March 1, 2021. The fifty-fourth election shall be held on March 1, 2022. The fifty-fifth election shall be held on March 1, 2023. The fifty-sixth election shall be held on March 1, 2024. The fifty-seventh election shall be held on March 1, 2025. The fifty-eighth election shall be held on March 1, 2026. The fifty-ninth election shall be held on March 1, 2027. The sixtieth election shall be held on March 1, 2028. The sixty-first election shall be held on March 1, 2029. The sixty-second election shall be held on March 1, 2030. The sixty-third election shall be held on March 1, 2031. The sixty-fourth election shall be held on March 1, 2032. The sixty-fifth election shall be held on March 1, 2033. The sixty-sixth election shall be held on March 1, 2034. The sixty-seventh election shall be held on March 1, 2035. The sixty-eighth election shall be held on March 1, 2036. The sixty-ninth election shall be held on March 1, 2037. The seventieth election shall be held on March 1, 2038. The seventy-first election shall be held on March 1, 2039. The seventy-second election shall be held on March 1, 2040. The seventy-third election shall be held on March 1, 2041. The seventy-fourth election shall be held on March 1, 2042. The seventy-fifth election shall be held on March 1, 2043. The seventy-sixth election shall be held on March 1, 2044. The seventy-seventh election shall be held on March 1, 2045. The seventy-eighth election shall be held on March 1, 2046. The seventy-ninth election shall be held on March 1, 2047. The eightieth election shall be held on March 1, 2048. The eighty-first election shall be held on March 1, 2049. The eighty-second election shall be held on March 1, 2050. The eighty-third election shall be held on March 1, 2051. The eighty-fourth election shall be held on March 1, 2052. The eighty-fifth election shall be held on March 1, 2053. The eighty-sixth election shall be held on March 1, 2054. The eighty-seventh election shall be held on March 1, 2055. The eighty-eighth election shall be held on March 1, 2056. The eighty-ninth election shall be held on March 1, 2057. The ninetieth election shall be held on March 1, 2058. The ninety-first election shall be held on March 1, 2059. The ninety-second election shall be held on March 1, 2060. The ninety-third election shall be held on March 1, 2061. The ninety-fourth election shall be held on March 1, 2062. The ninety-fifth election shall be held on March 1, 2063. The ninety-sixth election shall be held on March 1, 2064. The ninety-seventh election shall be held on March 1, 2065. The ninety-eighth election shall be held on March 1, 2066. The ninety-ninth election shall be held on March 1, 2067. The hundredth election shall be held on March 1, 2068. The hundred-first election shall be held on March 1, 2069. The hundred-second election shall be held on March 1, 2070. The hundred-third election shall be held on March 1, 2071. The hundred-fourth election shall be held on March 1, 2072. The hundred-fifth election shall be held on March 1, 2073. The hundred-sixth election shall be held on March 1, 2074. The hundred-seventh election shall be held on March 1, 2075. The hundred-eighth election shall be held on March 1, 2076. The hundred-ninth election shall be held on March 1, 2077. The hundred-tenth election shall be held on March 1, 2078. The hundred-eleventh election shall be held on March 1, 2079. The hundred-twelfth election shall be held on March 1, 2080. The hundred-thirteenth election shall be held on March 1, 2081. The hundred-fourteenth election shall be held on March 1, 2082. The hundred-fifteenth election shall be held on March 1, 2083. The hundred-sixteenth election shall be held on March 1, 2084. The hundred-seventeenth election shall be held on March 1, 2085. The hundred-eighteenth election shall be held on March 1, 2086. The hundred-nineteenth election shall be held on March 1, 2087. The hundred-twentieth election shall be held on March 1, 2088. The hundred-twenty-first election shall be held on March 1, 2089. The hundred-twenty-second election shall be held on March 1, 2090. The hundred-twenty-third election shall be held on March 1, 2091. The hundred-twenty-fourth election shall be held on March 1, 2092. The hundred-twenty-fifth election shall be held on March 1, 2093. The hundred-twenty-sixth election shall be held on March 1, 2094. The hundred-twenty-seventh election shall be held on March 1, 2095. The hundred-twenty-eighth election shall be held on March 1, 2096. The hundred-twenty-ninth election shall be held on March 1, 2097. The hundred-thirtieth election shall be held on March 1, 2098. The hundred-thirty-first election shall be held on March 1, 2099. The hundred-thirty-second election shall be held on March 1, 2100.

CAKE, JAUREGUY, HARDY, BUTTLER & McEWEN
ATTORNEYS AT LAW

1408 STANDARD PLAZA
PORTLAND, OREGON 97204
226-7321

RALPH H. CAKE
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WILLIAM E. LOVE
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JOHN R. FAUST, JR.
JOSEPH J. HANNA, JR.
DEAN P. GISVOLD
GEORGE C. REINMILLER
NICK J. GOYAK
ROBERT D. RANKIN

August 13, 1969

MAYOR	
EXEC. ASST. II	HM
EXEC. ASST. I	
COMM. ASST.	
ADM. SEC.	

Mr. Howard Trevor
Office of the Mayor
City Hall
Portland, Oregon

Dear Howard:

Enclosed is a copy of the Rules and Operating Procedure of the Citizens' Planning Board of the Model Cities Program, plus a copy of the addendum which I am submitting to the members of the board. Your phone call called my attention to the term of office, and apparently this was inadvertently omitted from the amendments.

If you have any questions, please call.

Very truly yours,

Dean Gisvold
Dean P. Gisvold

DPG:js

cc: Don Jeffries

enclosures

Jeffrey
Wormoth

RULES AND OPERATING PROCEDURE OF THE
CITIZENS' PLANNING BOARD OF THE
MODEL CITIES PROGRAM
Portland, Oregon

I
OFFICE

The office of the Citizens' Planning Board, hereinafter referred to as the Board, shall be located at 5329 N.E. Union Avenue, Portland, Oregon

II
MEMBERS

1. Composition

(a) The Board shall consist of 27 members selected as follows:

(i) each of the following eight elementary school attendance areas shall elect two representatives who shall be residents of the area from which they are selected:

Boise	Eliot
Humbolt	King
Irvington	Sabin
Vernon	Woodlawn

(ii) The Mayor of the City of Portland shall appoint the balance of the members.

2. Proxy - If any member of the Board is unable for any reason to attend the meeting of the Board, the member may appoint any other Board member, except the chairman, to represent him at the meeting. The appointment shall be in writing and delivered to the secretary or chairman prior to the meeting in question, provided that in extreme emergencies a member may appoint a proxy by telephoning the chairman or secretary, said appointment to be followed by written verification thereof.

3. Vacancies

(a) If any elected member of the Board is unable for any reasons to serve on the Board, then the alternate from such member's school attendance area shall become a member of the Board and fill out the unexpired term of such member.

(b) If any appointed member of the Board is unable for any reason to serve on the Board, then the Board shall recommend a person or persons to the Mayor for his consideration for appointment to fill out the unexpired term of said appointed member.

4. Absences - If any member of the Board misses three consecutive regular meetings of the Board without providing for presence of a proxy as set forth in subparagraph 2 above, then that member's position shall be declared vacant and shall be filled according to subparagraph 3 above.

5. Conflicts of Interests - The members of the Board shall serve without remuneration. No member of the Board shall receive financial benefit, directly or indirectly, from any activity or action of this Board or any program the Board may initiate or coordinate, unless such financial benefit occurs through a public bidding process.

III OFFICERS

1. Officers - The officers of the Board shall be the Chairman, Vice-Chairman, Second Vice-Chairman, Secretary and Corresponding Secretary.

2. Election - The officers of the Board shall be elected by the Board.

3. Removal - Any officer of the Board may be removed from his office for cause by the Board.

4. Term - All officers of the Board shall serve a one-year term beginning from the date of their election or until their successors have been duly elected and qualified. No officer shall serve in the same office for more than one term.

5. Vacancies - A vacancy in any office for any reason shall be filled by the Board for the unexpired portion of the term.

IV DUTIES OF OFFICERS

1. Chairman - The Chairman shall preside at the meetings of the Board and shall be the chief administrative officer of the Board.

2. Vice-Chairman and Second Vice-Chairman. The Vice-Chairman and Second Vice-Chairman, in the order of seniority, shall in the absence or disability of the Chairman, exercise the powers and perform the duties of the Chairman. The Vice-Chairman and Second Vice-Chairman shall also exercise such other powers and perform such other duties as shall be prescribed by the Board or by the Chairman or by these Rules and Operating Procedure.

3. Secretary - The Secretary shall keep or have kept under his direction an accurate record of the activities of the Board, including minutes of all meetings of the Board, which records shall be preserved and available to any member upon reasonable request. The Secretary shall be responsible for notifying members of the time and place of all meetings.

4. Corresponding Secretary - The Corresponding Secretary shall handle all correspondence of the Board, both incoming and outgoing, under the direction of the Chairman. The Corresponding Secretary shall, in the absence or disability of the Secretary, exercise the powers and perform the duties of the Secretary. He shall also exercise such other powers and perform such other duties as may be prescribed by the Board or by the Chairman.

V
MEETINGS

1. Regular Meetings - Regular meetings of the Board shall be held on the first and third Tuesday of each month. All regular meetings of the Board shall begin promptly at 7:30 p.m. and every attempt shall be made to adjourn not later than 10:00 p.m.

2. Special Meetings - Special meetings of the Board may be called for any purpose by the Chairman or by any five members who make such request in writing to the Executive Committee. Notice of special meetings shall be given by or at the direction of the Chairman or the Executive Committee to each member not less than 24 hours prior to the time set for the meeting, either personally or by mail. The Executive Committee shall, upon proper request, call a special meeting within 48 hours after receiving such request.

3. Public Meeting - All meetings of the Board and of its committees and of the working committees shall be open to the public.

4. Place of Meetings - The Vice-Chairman shall designate the place of the regular meetings. The place of the meeting shall rotate alphabetically among the eight school attendance areas. The Chairman or Executive Committee shall designate the place for special meetings.

5. Quorum - At any meeting of the Board, one-half of the members of the Board shall constitute a quorum.

6. Majority Rule - All questions and votes shall be decided by a majority of the members present and voting at any meeting of the Board.

7. Right to be Heard - Any person shall have the right to be heard during any meeting of the Board subject to the discretion of the Chairman.

VI
COMMITTEES

1. Committees - The Board shall have the power to establish committees and to set their composition and duties. A majority of the members of a committee shall constitute a quorum.

2. Standing Committees - In addition to such other committees as the Board may from time to time authorize, there shall be the following standing committees:

Executive Committee
Personnel Committee
Community Relations Committee

Members of these committees shall be elected by the Board. Except for the Executive Committee, each standing committee shall elect its own officers. Meetings of the standing committees shall be called by the presiding officer at the convenience of the members.

3. Term - All standing committee members shall hold office for one year from the date of their election or until their successors have been elected and qualified.

4. Executive Committee - The Executive Committee shall consist of the officers of the Board plus four other members to be elected by the Board. The Chairman of the Board shall be the Chairman of the Executive Committee. The Executive Committee shall call a special meeting of the Board if requested in writing by any five Board members. The Executive Committee between regular meetings of the Board shall represent the Board, provided, however, that any policy action considered by the Executive Committee shall be subject to the approval of the Board at its next meeting.

5. Personnel Committee - The Personnel Committee shall consist of five members of the Board to be elected by the Board. The Personnel Committee shall be responsible for the screening and interviewing of all applicants for staff positions which are subject to the approval of the Board and for any salaried positions the Board may establish.

6. Community Relations Committee - The Community Relations Committee shall consist of five members of the Board to be elected by the Board. The Community Relations Committee shall see that sufficient information and encouragement is given to residents for their meaningful participation in Model Cities planning and shall establish and maintain a Speakers Bureau.

VII WORKING COMMITTEES

1. In addition to other working committees that the Board may from time to time authorize, the following shall be the working committees of the Model Cities Program:

- A. Employment and economic development
- B. Education, cultural and recreational development
- C. Social, health and legal services
- D. Public safety
- E. Citizens' participation
- F. Housing
- G. Physical environment and transportation

2. Members - Only residents of the Model Cities area may be voting members of any committee. The exception to this is Board members who reside outside the Model Cities area.

3. Officers - Each working committee shall have a chairman and such other officers as deemed necessary by the working committee. The duties of the chairman shall correspond with the duties of the Chairman of the Board. The chairman shall be a resident of the Model Cities area and shall be elected by the committee. Each working committee chairman shall be an advisory member of the Board.

4. Sub-Committees - Working committees may form sub-committees for any purpose.

5. Voting Rights - All members of a working committee shall have the right to vote.

VIII AMENDMENTS

These rules and operating procedures of the Citizens' Planning Board may be altered, amended or repealed and new rules and operating procedures adopted by the Board at any regular meeting of the Board after the proposed changes have been read at two successive regular meetings, except when these Rules and Operating Procedures conflict with city, state, or Federal policies. A two-thirds vote of the Board is necessary to pass any amendment.

IX RULES OF ORDER

At all meetings of the Board, Roberts Rules of Order shall govern unless in conflict with these Rules and Operating Procedures.

ADDITION AND CORRECTION
OF PROPOSED AMENDMENT

ARTICLE II. Section 7. Term. The term of office for members shall be two years except as provided in subparagraphs II 4 and II 6(d).

Model Cities Agency
5329 N. E. Union Avenue
Room 210 ph: 288-6923
Portland, Oregon

RECEIVED

AUG 28 1969

MAYORS OFFICE

MAYOR	
EXEC. ASST.	
ASST. I	
COMM. ASST.	
AUM. SEC.	
EW	E

Citizens Planning Board Meeting
Cascade College - Student Union Building
August 25, 1969

The members of the Model Cities Citizens Planning Board met at Cascade College, Tuesday, August 19, 1969 at 8:00 p.m. in the Student Union Building. The Chairman, Mr. Weed presided. In the absence of the Secretary, the Chairman appointed Mrs. Hays to record the minutes.

Members Present:

Mr. Emmett Baskett

Mr. Dean Gisvold

Mr. John Gustafson

Mrs. Hazel G. Hays

Pastor - Mr. Edgar Jackson

Mr. Lee Kell

Mrs. Bobby Nunn

Mr. Otto Rutherford

Mr. Norman Schroeder

Mr. Herb Simpson

Mrs. Opal Strong

Rev. Mel Stead

Mr. James Thompson

Mr. James Thomas

Mr. Harry Ward

Rev. David Weed

Mr. Richard Wintermute

Members Absent and Excused:

Mrs. Treva Barker

Mr. Vernon Butler

Mr. Ellis Casson

Mrs. Elaine Cogan

Rev. John Jackson

Mr. Clifford Daniels

Mr. Thomas Wilson

Mrs. Frances Wolfe

Mr. Peter Wolmut

*File
CPB Rules +
operating
Procedures*

Rules Committee - Mr. Dean Gisvold:

It was explained that the amendments were up for the second reading and could be voted upon at this meeting. The Rules were explained. Attention was called to Article II, Paragraph 3. Mr. Baskett moved that the proposed amendments to the rules as amended be adopted as set forth below.

If any elected member of the Board is unable for any reason to serve on the Board, upon the recommendation of the neighborhood organization, shall fill the vacancy for the unexpired term.

Then the board

Motion seconded by Mr. Kell. Motion passed. Mr. Edgar Jackson took issue with the proposed amendment. He stated that it was his opinion that members are elected for the duration of Model Cities.

Director's Report:

Mr. Alvin Batiste, Director of the Model Cities Agency, introduced two new staff members, Mr. James Kennedy and Mr. Henry Woods. Mr. Woods is assigned from Community Health Council to work with the Model Cities Program. The CDA is picking up part of his salary.

Mr. Baskett moved that the Director's report be accepted in general content but not in specifics; that action be taken on Cascade College. Motion seconded by Mrs. Nunn.

Mr. Gisvold amended the motion to receive the Director's report by excluding No. 1 and discussing it as the next point on the agenda and also exclude the first two paragraphs of the report. Motion passed.

The Chairman appointed a committee to review the priorities. The committee members are Mr. Gustafson, Mr. Kell, Mr. Baskett, Rev. Stead and Mr. Edgar Jackson.

CAKE, JAUREGUY, HARDY, BUTTLER & MCEWEN
ATTORNEYS AT LAW
1408 STANDARD PLAZA
PORTLAND, OREGON 97204

RALPH H. CAKE
NICHOLAS JAUREGUY
HERBERT C. HARDY
JOHN H. BUTTLER
DONALD W. MCEWEN
ROBERT L. WEISS
WILLIAM E. LOVE
JONATHAN U. NEWMAN
JOHN R. FAUST, JR.
JOSEPH J. HANNA, JR.
DEAN P. GISVOLD
GEORGE C. REINMILLER
NICK I. GOYAK
ROBERT D. RANKIN

RECEIVED

OCT 13 1969

TELEPHONE 226-7321

MAYOR'S OFFICE October 10, 1969

MAYOR	
EXEC. ASST. II	AM
EXEC. ASST. I	
CLERK	
SEC. ASST.	
YOUTH COORD.	
M.C. COORD.	E X

Mr. Alvin Batiste
Director
Model Cities Program
5329 N. E. Union Avenue
Portland, Oregon

Re: Rules and Operating Procedure of
the Board

Dear Mr. Batiste:

Enclosed is an up-to-date copy of the rules and operating procedures of the Board. The enclosure includes all amendments to the rules up to and including the meeting held on Tuesday, October 7, 1969. Please have the rules retyped and reproduced for distribution to the Board members. Please send me a copy at my office. I am also sending copies of the updated rules to the Mayor's office and to Chairman Weed.

Very truly yours,

Dean P. Gisvold
Dean P. Gisvold

DPG:bb
Enclosure

cc: Office of the Mayor
David H. Weed, Chairman

C
O
P
Y

RULES AND OPERATING PROCEDURE OF THE
CITIZENS' PLANNING BOARD OF THE
MODEL CITIES PROGRAM
Portland, Oregon

File
CPB rules +
operating
Procedures

OFFICIAL
10-21-69

I
OFFICE

The office of the Citizens' Planning Board, hereinafter referred to as the Board, shall be located at 5329 N. E. Union Avenue, Portland, Ore.

II
MEMBERS

1. Composition

(a) The Board shall consist of 27 members selected as follows:

(i) each of the following eight elementary school attendance areas shall elect two representatives who shall be residents of the area from which they are selected:

Boise	Eliot
Humboldt	King
Irvington	Sabin
Vernon	Woodlawn

(ii) The Mayor of the City of Portland shall appoint the balance of the members.

2. Proxy - If any member of the Board is unable for any reason to attend the meeting of the Board, the member may appoint any other Board member, except the chairman, to represent him at the meeting. The appointment shall be in writing and delivered to the secretary or chairman prior to the meeting in question, provided that in extreme emergencies a member may appoint a proxy by telephoning the chairman or secretary, said appointment to be followed by written verification thereof.

3. Vacancies

(a) If any elected member of the Board is unable for any reason to serve on the Board, then the Board, upon the recommendation of the neighborhood organization, shall fill the vacancy for the unexpired term.

(b) If any appointed member of the Board is unable for any reason to serve on the Board, then the Board shall recommend a person or persons to the Mayor for his consideration for appointment to fill out the unexpired term of said appointed member.

4. Absences - If any member of the Board misses three consecutive regular meetings of the Board without providing for presence of a proxy as set forth in subparagraph 2 above, then that member's position shall be declared vacant and shall be filled according to subparagraph 3 above.

5. Conflicts of Interests - The members of the Board shall serve without remuneration. No member of the Board shall receive financial benefit, directly or indirectly, from any activity or action of this Board or any program the Board may initiate or coordinate, unless such financial benefit occurs through a public bidding process.

6. Elections and Appointments

(a) Time

An election shall be held annually, on the last Saturday of September, with the first election to be held on the last Saturday of September, 1969. In addition to Board members, any other elective office under the Model Cities program may be filled at such elections.

(b) Eligibility

A person shall be eligible to vote in said election if said person is (1) a resident of the Model Cities area, and (2) at least 14 years of age on or before the date of the election.

(c) Administration

For each regular and special election, the Board shall appoint an election committee, composed of not less than one representative from each school attendance area, to work with the League of Women Voters for the purpose of supervising and administering the elections.

(d) First and Second Elections Only

i. For the first election only, position No. 2 (that position which received the second highest number of votes in the initial election held on March 2, 1968) from each school attendance area shall be open for election. Position No. 1 (that position which received the highest number of votes in said initial election) from each school attendance area shall be open for election the following year.

ii. Six of the appointed positions shall be open for appointment by the Mayor of the City of Portland on or about the time set for the first election. The balance of the appointed positions shall be open for appointment by the Mayor on or about the time set for the election in the following year.

7. Term

The term of office for members shall be two years except as provided in subparagraphs II 4, II 6, (d), and II 8.

8. Residency

If a member moves from the Model Cities area his position immediately becomes vacant and shall be filled according to subparagraph 3 above.

III OFFICERS

1. Officers - The officers of the Board shall be the Chairman, Vice-Chairman, Second Vice-Chairman, Secretary and Corresponding Secretary.

2. Election - The officers of the Board shall be elected by the Board.

3. Removal - Any officer of the Board may be removed from his office for cause by the Board.

4. Term - All officers of the Board shall serve a one-year term beginning from the date of their election or until their successors have been duly elected and qualified. No officer shall serve in the same office for more than one term.

5. Vacancies - A vacancy in any office for any reason shall be filled by the Board for the unexpired portion of the term.

IV
DUTIES OF OFFICERS

1. Chairman - The Chairman shall preside at the meetings of the Board and shall be the chief administrative officer of the Board.
2. Vice-Chairman and Second Vice-Chairman - The Vice-Chairman and Second Vice-Chairman, in the order of seniority, shall in the absence or disability of the Chairman, exercise the powers and perform the duties of the Chairman. The Vice-Chairman and Second Vice-Chairman shall also exercise such other powers and perform such other duties as shall be prescribed by the Board or by the Chairman or by these Rules and Operating Procedure.
3. Secretary - The Secretary shall keep or have kept under his direction an accurate record of the activities of the Board, including minutes of all meetings of the Board, which records shall be preserved and available to any member upon reasonable request. The Secretary shall be responsible for notifying members of the time and place of all meetings.
4. Corresponding Secretary - The Corresponding Secretary shall handle all correspondence of the Board, both incoming and outgoing, under the direction of the Chairman. The Corresponding Secretary shall, in the absence or disability of the Secretary, exercise the powers and perform the duties of the Secretary. He shall also exercise such other powers and perform such other duties as may be prescribed by the Board or by the Chairman.

V
MEETINGS

1. Regular Meetings - Regular meetings of the Board shall be held on the first and third Tuesday of each month. All regular meetings of the Board shall begin promptly at 7:30 p.m. and every attempt shall be made to adjourn not later than 10:00 p.m.
2. Special Meetings - Special meetings of the Board may be called for any purpose by the Chairman or by any five members who make such request in writing to the Executive Committee. Notice of special meetings shall be given by or at the direction of the Chairman or the Executive Committee to each member not less than 24 hours prior to the time set for the meeting, either personally or by mail. The Executive Committee shall, upon proper request, call a special meeting within 48 hours after receiving such request.
3. Public Meeting - All meetings of the Board and of its committees and of the working committees shall be open to the public.
4. Place of Meetings - The Vice-Chairman shall designate the place of the regular meetings. The place of the meeting shall rotate alphabetically among the eight school attendance areas. The Chairman or Executive Committee shall designate the place for special meetings.
5. Quorum - At any meeting of the Board, one-half of the members of the Board shall constitute a quorum.
6. Majority Rule - All questions and votes shall be decided by a majority of the members present and voting at any meeting of the Board.
7. Right to be Heard - Any person shall have the right to be heard during any meeting of the Board subject to the discretion of the Chairman.

VI
COMMITTEES

1. Committees - The Board shall have the power to establish committees and to set their composition and duties. A majority of the members of a committee shall constitute a quorum.

2. Standing Committees - In addition to such other committees as the Board may from time to time authorize, there shall be the following standing committees:

Executive Committee
Personnel Committee
Community Relations Committee

Members of these committees shall be elected by the Board. Except for the Executive Committee, each standing committee shall elect its own officers. Meetings of the standing committees shall be called by the presiding officer at the convenience of the members.

3. Term - All standing committee members shall hold office for one year from the date of their election or until their successors have been elected and qualified.

4. Executive Committee - The Executive Committee shall consist of the officers of the Board plus four other members to be elected by the Board. The Chairman of the Board shall be the Chairman of the Executive Committee. The Executive Committee shall call a special meeting of the Board if requested in writing by any five Board members. The Executive Committee between regular meetings of the Board shall represent the Board, provided, however, that any policy action considered by the Executive Committee shall be subject to the approval of the Board at its next meeting.

5. Personnel Committee - The Personnel Committee shall consist of five members of the Board to be elected by the Board. The Personnel Committee shall be responsible for the screening and interviewing of all applicants for staff positions which are subject to the approval of the Board and for any salaried positions the Board may establish.

6. Community Relations Committee - The Community Relations Committee shall consist of five members of the Board to be elected by the Board. The Community Relations Committee shall see that sufficient information and encouragement is given to residents for their meaningful participation in Model Cities planning and shall establish and maintain a Speakers Bureau.

VII WORKING COMMITTEES

1. In addition to other working committees that the Board may from time to time authorize, the following shall be the working committees of the Model Cities Program:

- A. Employment and economic development
- B. Education, cultural and recreational development
- C. Social, health and legal services
- D. Public safety
- E. Citizens' participation
- F. Housing
- G. Physical environment and transportation

2. Members - Only residents of the Model Cities area may be voting members of any committee. The exception to this is Board members who reside outside the Model Cities area.

3. Officers - Each working committee shall have a chairman and such other officers as deemed necessary by the working committee. The duties of the chairman shall correspond with the duties of the Chairman of the Board. The chairman shall be a resident of the Model Cities area and shall be elected by the committee. Each working committee chairman shall be an advisory member of the Board.

4. Sub-Committees - Working committees may form sub-committees for any purpose.

5. Voting Rights - All members of a working committee shall have the right to vote.

VIII AMENDMENTS

These rules and operating procedures of the Citizens' Planning Board may be altered, amended or repealed and new rules and operating procedures adopted by the Board at any regular meeting of the Board after the proposed changes have been read at two successive regular meetings, except when these Rules and Operating Procedures conflict with city, state, or Federal policies. A two-thirds vote of the Board is necessary to pass any amendment.

IX RULES OF ORDER

At all meetings of the Board, Roberts Rules of Order shall govern unless in conflict with these Rules and Operating Procedures.

RULES AND OPERATING PROCEDURES OF THE
MODEL CITIES CITIZENS PLANNING BOARD'S WORKING COMMITTEES

Portland, Oregon
January 20, 1970

I. Purposes

(a) The purposes of each Working Committee established by the Citizens Planning Board are to assist the Citizens Planning Board by developing Model Cities projects and policies for approval by the Citizens Planning Board and the Portland City Council including development of work programs and budgets; developing approved projects for contract with an operating agency; negotiating contracts with operating agencies; monitoring on-going projects in conjunction with work programs and budget and to recommend continuation, modification or discontinuance of the project; planning for future action years; and other assigned by the Citizens Planning Board or the Executive Committee thereof.

(b) In all instances, the Working Committees shall receive their assignments, work priorities, and the appropriate procedures from the Executive Committee of the Citizens Planning Board through its chairman or his delegated agent. A Working Committee may not assume any responsibility, carry on any activity, or in any way act for the Citizens Planning Board without having been given the proper authorization by the Executive Committee.

(c) If a Working Committee or a member thereof desires a Working Committee to initiate any project or activity, notification shall be given to the Chairman of the Citizens Planning Board.

II.

Technical Assistance

Each Working Committee shall have assigned to it by the Director of the Model Cities staff, a member of the staff or an outside consultant to provide expertise technical assistance, drafting assistance, and whatever other assistance, advice or information is required by the Working Committee. A Working Committee may at its sole discretion and at any time request, through the Chairman of the Citizens Planning Board or his delegate, and consultation with the Director, additional staff, and if necessary outside consultants, or may request the staff member or consultants assigned to it be replaced.

III.

Model Cities Staff Responsibilities

Notwithstanding the above, a member of the Model Cities staff shall be responsible for providing meeting places, publicity of meeting times, obtaining representatives from the elementary school attendance areas, publishing minutes of the Working Committees and rendering any other necessary and reasonable clerical assistances as coordinated with the staff member assigned to the Working Committee.

IV.

Membership

The membership of each Working Committee shall include at least two members of the Citizens Planning Board; one representative from each of the eight elementary school attendance areas within the Model Cities areas appointed by the president or chairman of the neighborhood organization, and any other person desiring to be a member of the Working Committee.

V.

Voting

(a) Residents of the Model Cities area and members of the Citizens Planning Board may have one vote upon attending their third consecutive meeting of a Working Committee. Voting rights must be obtained separately for each Working Committee.

(b) Voting privileges shall be lost after a member of a Working Committee misses three consecutive regular meetings and may be restored as provided in paragraph (a) above.

(c) Model Cities residents and members of the Citizens Planning Board attending the organization meeting of a Working Committee shall have voting privileges notwithstanding paragraph (a) above, but paragraph (b) above shall apply to such members.

(d) A written vote of an absent qualified voting member will be accepted for specific issues included in the agenda.

VI. Officers

(a) Officers of the Working Committees shall be elected from its members by the voting members of the Working Committees at a meeting called for the purpose of electing officers by the members present at such meeting, at such time as shall be determined by the Executive Committee of the Citizens Planning Board.

(b) Each Working Committee shall elect a chairman and one or more assistant chairmen, and a secretary and one or more assistant secretaries as each Working Committee shall determine to serve for a term of six months.

(c) If a chairman is unable to serve out his term of office, the Working Committee shall elect another chairman to serve out such term.

(d) Any officer of a Working Committee may be removed either by two-thirds of the voting members of the Working Committee eligible to vote at the time such vote is taken.

(e) No member of the Citizens Planning Board may be an officer of a Working Committee.

VII. Duties of Officers

(a) The chairman shall be the presiding officer; shall maintain a constant and accurate liaison with the Chairman of the Citizens Planning Board or his delegate and work and coordinate with the Model Cities staff members and the consultants assigned to the Working Committee.

(b) Assistant officers, among other duties delegated by the chairman, will act as the principal officer only in the temporary absence of the principal officer.

(c) The secretary shall keep an accurate record of the actions and activities of the Working Committee; shall maintain attendance records and record the voting right of the members at each meeting.

VIII. Meetings

(a) Regular meeting shall be held twice a month on a regular schedule and meeting place chosen by the Working Committee - providing such times does not conflict with another Working Committee or the meeting of the Citizens Planning Board.

(b) Special meeting may be called by the chairman or by the Executive Committee of the Citizens Planning Board upon 24 hours notice to all members attending the preceding two meetings.

(c) All meetings of a Working Committee are open to the public and all attending a meeting have a right to be heard, subject to the discretion of the chairman.

(d) All actions taken by the Working Committee shall be decided by a vote of the majority of the voting members present except as otherwise herein provided.

IX. Amendment

These rules may be amended by the Citizens Planning Board.

X. Sub-Committees

Any Working Committee may form Sub-Committees as needed.

XI. Rules of Order

Roberts' Rules of Order, Revised, shall govern the conduct of any meeting unless they are in conflict with these rules or the by-laws of the Citizens Planning Board.

RULES AND OPERATING PROCEDURE OF THE
CITIZENS PLANNING BOARD OF THE
MODEL CITIES PROGRAM
Portland, Oregon

17 Board
members
Dec. 1

Draft
11/12/70

I
OFFICE

New + old

The office of the Citizens Planning Board, hereinafter referred to as the Board, shall be located at 5329 N. E. Union Avenue, Portland, Oregon, 97211.

II
MEMBERS

1. Composition

(a) The Board shall consist of 27 members selected as follows:

(i) Each of the following eight (8) elementary school attendance areas shall elect two (2) representatives who shall be residents of the area from which they are selected:

Boise	Eliot
Humboldt	King
Irvington	Sabin
Vernon	Woodlawn

(ii) The Mayor of the City of Portland shall appoint the balance of the members.

2. Proxy

omit
or
change
If any member of the Board is unable for any reason to attend the meeting of the Board, the member may appoint any other Board member, except the chairman, to represent him at the meeting. The appointment shall be in writing and delivered to the secretary or chairman prior to call to order of the meeting in question and only one (1) proxy allowed per person.

3. Vacancies

- (a) If any elected member of the Board is unable for any reason to serve on the Board, then the Board, upon the recommendation of the neighborhood organization, shall fill the vacancy for the unexpired term.
- (b) If any appointed member of the Board is unable for any reason to serve on the Board, then the Board shall recommend a person or persons to the Mayor for his consideration for appointment to fill out the unexpired term of said appointed member.

when number has missed 3,
refer to N.O. for their action -

4. Absences

If any member of the Board misses three (3) consecutive regular meetings of the Board, then that member's position shall be declared vacant and shall be filled according to subparagraph 3 above and 8 below.

MAY - WILL - SHALL - CAN

- (a) Leave of absence for any member must be approved by the Board, and upon approval of the Board, that member shall not be subject to subparagraph 4 above.

5. Conflicts of Interests

Any person working directly for any Model Cities Program can not serve on this Board. This shall be taken into consideration in the awarding of all contracts.

~~PROJECT~~

6. Elections and Appointments

(a) Time

An election shall be held annually, on the last Saturday of September, ~~with the first election to be held on the last Saturday of September, 1969.~~ In addition to Board members, any other elective office under the Model Cities Program may be filled at such elections.

(b) Eligibility

A person shall be eligible to vote in said election if said person is (1) a resident of the Model Cities area, and (2) at least 14 years of age on or before the date of the election.

(c) Administration

For each regular and special election, the Board shall appoint an election committee, composed of not less than one (1) representative from each school attendance area, to work with the League of Women Voters for the purpose of supervising and administering the elections.

(d) First and Second Elections Only

i. For the first election only, position No. 2 (that position which received the second highest number of votes in the initial election held on March 2, 1968) for each school attendance area shall be open for election. Position No. 1 (that position which received the highest number of votes in said initial election) from each school attendance area shall be open for election the following year.

ii. Six (6) of the appointed positions shall be open for appointment by the Mayor of the City of Portland on or about the time set for the first election. The balance of the appointed positions shall be open for appointment by the Mayor on or about the time set for the election in the following year.

7. Term

The term of office for members shall be two years except as provided in

subparagraphs II 4, II 6 (d), and II 8.

8. Residency

When an elected member moves from his school attendance area, his position immediately becomes vacant ~~at the discretion of the recognized neighborhood organization~~. This vacancy is to be filled by the recognized neighborhood organization at its next regular meeting.

III
OFFICERS

1. Officers - The officers of the Board shall be the Chairman, Vice-Chairman, Second Vice-Chairman, Secretary and Corresponding Secretary.
2. Election - The officers of the Board shall be elected by the Board.
- (a) Elections shall be held at the last regular meeting in the month of November. *(add escape clause)*
- (b) Officers shall be installed at the first regular meeting in the month of December. *(add escape clause)*
3. Removal - Any officer of the Board may be removed from his office for cause by the Board. Any officer of the Board may be removed by a 2/3 majority vote of the full Board at a regular meeting ~~with no proxies accepted~~.
4. Term - All officers of the Board shall serve a one-year term beginning from the date of their election or until their successors have been duly elected and qualified. No officer shall serve in the same office for more than one term.
5. Vacancies - A vacancy in any office for any reason shall be filled by the Board for the unexpired portion of the term.

IV
DUTIES OF OFFICERS

1. Chairman - The Chairman shall preside at the meetings of the Board and shall be the chief administrative officer of the Board.
2. Vice-Chairman and Second Vice-Chairman - The Vice-Chairman and Second Vice-Chairman, in the order of seniority, shall in the absence or disability of the Chairman, exercise the powers and perform the duties of the Chairman. The Vice-Chairman and Second Vice-Chairman shall also exercise such other powers and perform such other duties as shall be prescribed by the Board or by the Chairman or by these Rules and Operating Procedure.
3. Secretary - The Secretary shall keep or have kept under his direction an accurate record of the activities of the Board, including minutes of all meetings of the Board, which records shall be preserved and available to

any member upon reasonable request. The Secretary shall be responsible for notifying members of the time and place of all meetings.

4. Corresponding Secretary - The Corresponding Secretary shall handle all correspondence of the Board, both incoming and outgoing, under the direction of the Chairman. The Corresponding Secretary shall, in the absence or disability of the Secretary, exercise the powers and perform the duties of the Secretary. He shall also exercise such other powers and perform such other duties as may be prescribed by the Board or by the Chairman.

V MEETINGS

1. Regular Meetings - Regular meetings of the Board shall be held on the first and third Tuesday of each month. All regular meetings of the Board shall begin promptly at 7:30 p.m. and every attempt shall be made to adjourn not later than 10:00 p.m. SHOULD
2. Special Meetings - Special meetings of the Board may be called for any purpose by the Chairman or by any five (5) members who make such request in writing to the Executive Committee. Notice of special meetings shall be given by or at the direction of the Chairman or the Executive Committee to each member not less than 24 hours prior to the time set for the meeting, either personally or by mail. The Executive Committee shall, upon proper request, call a special meeting within 48 hours after receiving such request.
3. Public Meeting - All regular meetings of the Board and of the working committees shall be open to the public.
 - (a) All executive and standing committees meetings of the Citizens Planning Board are exempt from this regulation.
4. Place of Meetings - Regular Board Meetings shall be held at Cascade College as long as facilities are available or at a place designated by the Board. CENTER
CHAIRMAN
5. Quorum - At any meeting of the Board, one-half of the members of the Board shall constitute a quorum. (14 of 27)
6. Majority Rule - All questions and votes shall be decided by a majority of the votes cast at any meeting of the Board, EXCEPT WHERE 2/3 REQUIRED
7. Right to be Heard - Governed by Robert Rules of Order at the discretion of the chairman. Also, audience participation can be limited to three (3) minutes per person (2 pro and 2 con) at the discretion of the chairman.

VI COMMITTEES

1. Committees - The Board shall have the power to establish committees and to set their composition and duties. A majority of the members of a committee

shall constitute a quorum.

*and the chairman
may appoint*

2. Standing Committees - In addition to such other committees as the Board may from time to time authorize, there shall be the following standing committees:

Executive Committee
Personnel Committee
Rules Committee

Members of standing Committees shall be appointed by the Executive Committee and ratified by the Board. Except for the Executive Committee, each standing committee shall elect its own officers. Meetings of the standing committees shall be called by the presiding officer at the convenience of the members.

3. Term - All standing committee members shall hold office for one (1) year from the date of their election or until their successors have been elected and qualified. No person shall serve more than two (2) consecutive terms on any one committee except the Chairman of the Board.
4. Executive Committee - The Executive Committee shall consist of the officers of the Board plus four (4) other members to be elected by the Board. The Chairman of the Board shall be the Chairman of the Executive Committee. The Executive Committee shall call a special meeting of the Board if requested in writing by any five (5) Board members. The Executive Committee between regular meetings of the Board shall represent the Board, provided, however, that any policy action considered by the Executive Committee shall be subject to the approval of the Board at its next meeting.
5. Personnel Committee - The Personnel Committee shall consist of five (5) members of the Board to be appointed by the Executive Committee and ratified by the Board. By authority of the Personnel Hiring Committee and Citizens Planning Board the Director of the City Demonstration Agency will be responsible for screening and interviewing applicants for the City Demonstration Agency positions. The Personnel Hiring Committee will be involved in the mechanics of interviewing for all City Demonstration Agency positions and other salaried positions established by the Board.
6. Rules Committee - The Rules Committee shall consist of five (5) members appointed by the Executive Committee and ratified by the Board. One of the five members shall be the parliamentarian for the Citizens Planning Board, and he shall be the Chairman of the Rules Committee. He shall sit by the Chairman at all Board meetings. The Rules Committee shall meet periodically to review the bylaws to make necessary provisions for change subject to Board ratification.

7. *Special committees may be appointed by the Board*

VII
WORKING COMMITTEES

1. In addition to other working committees that the Board may from time to time

authorize, the following shall be the working committees of the Model Cities Program:

- A. Citizens Participation
- B. Education
- C. Employment
- D. Economic Development & Transportation
- E. Health Services
- F. Housing & Physical Environment
- G. Law & Justice
- H. Social Services
- I. Recreation & Culture

9 working committees

2. Members - Only residents of the Model Cities area may be voting members of any committee. The exception to this is Board members who reside outside the Model Cities area.
3. Officers - Each working committee shall have a chairman and such other officers as deemed necessary by the working committee. The duties of the chairman shall correspond with the duties of the Chairman of the Board. The chairman shall be a resident of the Model Cities area and shall be elected by the committee. Each working committee chairman shall be an advisory member of the Board. Board members cannot hold offices on working committees.
4. Sub-Committees - Working committees may form sub-committees for any purpose.
5. Voting Rights - All members of a working committee shall have the right to vote.
6. Rules and Operating Procedures - All working committees are subject to the rules and operating procedures as set forth by the Model Cities Citizens Planning Board working committees' policies and procedures.

VIII AMENDMENTS

These rules and operating procedures of the Citizens Planning Board may be altered, amended or repealed and new rules and operating procedures adopted by the Board at any regular meeting of the Board after the proposed changes have been read at two successive regular meetings, except when these Rules and Operating Procedures conflict with city, state, or Federal policies. A two-thirds vote of the Board is necessary to pass any amendment.

IX RULES OF ORDER

At all meetings of the Board, Roberts Rules of Order shall govern unless in conflict with these Rules and Operating Procedures.

RULES AND OPERATING PROCEDURE OF THE
CITIZENS PLANNING BOARD OF THE
MODEL CITIES PROGRAM
Portland, Oregon

Official
3-16-71

I
OFFICE

The office of the Citizens Planning Board, hereinafter referred to as the Board, shall be located at 5329 N. E. Union Avenue, Portland, Oregon 97211.

II
MEMBERS

1. Composition

(a) The board shall consist of 27 members selected as follows:

(i) Each of the following eight (8) elementary school attendance areas shall elect two (2) representatives who shall be residents of the area from which they are selected:

Boise	Eliot
Humboldt	King
Irvington	Sabin
Vernon	Woodlawn

(ii) The Mayor of the City of Portland shall appoint the balance of the members.

2. Proxy

If any member of the Board is unable for any reason to attend the meeting of the Board, the member may appoint any other Board member, except the Chairman, to represent him at the meeting. The appointment shall be in writing and delivered to the secretary or Chairman. In extreme emergencies, a member may appoint a proxy by telephoning the Chairman or secretary, said appointment to be followed by written verification thereof. No member shall have more than one proxy.

3. Vacancies

(a) If any elected member of the Board is unable for any reason to serve on the Board, then the Board, upon the recommendation of the neighborhood organization, shall temporarily fill the vacancy until the next regular Board election.

- (b) If any appointed member of the Board is unable for any reason to serve on the Board, then the Board shall recommend a person or persons to the Mayor for his consideration for appointment to fill out the unexpired term of said appointed member.

4. Absences

- (a) If any elected member of the Board misses three (3) consecutive regular meetings of the Board without legitimate cause, his Neighborhood Organization will be notified of said fact. The Neighborhood Organization, upon recommendation to the Board, shall temporarily fill the vacancy until the next regular Board election. The replacement may at that time file as a candidate for the vacancy.
- (b) If an appointed member of the Board misses three (3) consecutive regular meetings of the Board, without legitimate cause, his position shall be declared vacant, and the Board shall recommend a person or persons to the Mayor for his consideration for appointment to fill out the unexpired term of said appointed member.
- (c) Leave of absence for any member must be approved by the Board, and upon approval of the Board, that member shall not be subject to subparagraph a and b above.

5. Conflicts of Interests

Any person working directly for any project or program of the Model Cities Agency shall refrain from voting when his Agency's interest is before the Board. If contested, a two-thirds (2/3) majority vote of members present will determine conflict of interest.

6. Elections and Appointments

(a) Time

An election shall be held annually, on the last Saturday of September. In addition to Board members, any other elective office under the Model Cities Program may be filled at such elections.

(b) Eligibility

A person shall be eligible to vote in said election if said person is (1) a resident of the Model Cities area, and (2) at least 14 years of age on or before the date of the election.

(c) Administration

For each regular and special election, the Board shall appoint an election committee, composed of not less than one (1) representative from each school attendance area, to work with the League of Women Voters for the purpose of establishing criteria, supervising, and administering the elections.

(d) First and Second Elections Only

- (i) For the first election, position No. 2 (that position which received the second highest number of votes in the initial election held on March 2, 1968) for each school attendance area shall be open for election. Position No. 1 (that position which received the highest number of votes in said initial

election) from each school attendance area shall be open for election the following year.

- (ii) Six (6) of the appointed positions shall be open for appointment by the Mayor of the City of Portland on or about the time set for the first election. The balance of the appointed positions (5) shall be open for appointment by the Mayor on or about the time set for the election in the following year.

7. Term

The term of office for members shall be two years except in the event of a vacancy. The replacement shall serve until the next regular Model Cities election, at which time the position will be declared vacant and open for election. In the event, two (2) seats are vacant, one shall have a one (1) year term and one shall have a two (2) year term based on being numbered (1) and (2).

8. Residency

When an elected member moves from his school attendance area, his position becomes vacant. This vacancy is to be temporarily filled by the Board upon recommendation from the recognized Neighborhood Organization at the Neighborhood Organization's next regular meeting. The replacement shall serve until the next regular Model Cities Board election, at which time the position will be declared vacant.

III OFFICERS

1. Officers

The officers of the Board shall be the Chairman, Vice-Chairman, Second Vice-Chairman, Secretary and Corresponding Secretary. ✓

2. Election

The officers of the Board shall be elected by the Board.

- (a) Elections shall be held at the last regular meeting in the month of November or at the earliest date convenient to the Board.

3. Removal

Any officer of the Board may be removed for misconduct connected with his office. Any such misconduct may be presented in writing, by any member of the Board, to the Chairman, and the Chairman shall appoint a Committee to consider the validity of the charge. In the event that the Chairman is the party being charged, then the First Vice-Chairman shall appoint the Committee. Should the Committee find a valid cause for removal, a special closed meeting of the Board shall be scheduled at which the Board shall vote on removal. An officer may be removed only if 18 votes are cast for removal. Voting shall be by secret ballot.

4. Term

All officers of the Board shall serve a one-year term beginning from the date of their election or until their successors have been duly elected and qualified. No officer shall serve in the same office for more than one term.

5. Vacancies

A vacancy in any office for any reason shall be filled by the Board for the unexpired portion of the term.

IV
DUTIES OF OFFICERS

1. Chairman

The Chairman shall preside at the meetings of the Board and shall be the chief administrative officer of the Board.

2. Vice-Chairman and Second Vice-Chairman

The Vice-Chairman and Second Vice-Chairman, in the order named, shall in the absence or disability of the Chairman, exercise the powers and perform the duties of the Chairman. The Vice-Chairman and Second Vice-Chairman shall also exercise such other powers and perform such other duties as shall be prescribed by the Board or by the Chairman or by these Rules and Operating Procedures.

3. Secretary

The Secretary shall keep or have kept under his direction an accurate record of the activities of the Board, including minutes of all meetings of the Board, which records shall be preserved and available to any member upon reasonable request.

4. Corresponding Secretary

The Assistant Secretary shall, in the absence or disability of the Secretary, exercise the powers and perform the duties of the Secretary. He shall also exercise such other powers and perform such other duties as may be prescribed by the Board or by the Chairman.

V
MEETINGS

1. Regular Meetings

Regular meetings of the Board shall be held on the first and third Tuesday of each month. All regular meetings of the Board shall begin promptly at 7:30 p.m. and every attempt shall be made to adjourn not later than 10:00 p.m.

2. Special Meetings

Special meetings of the Board may be called for any purpose by the Chairman or by any five (5) members who make such request in writing to the Executive Committee. Notice of special meetings shall be given by or at the direction of the Chairman or the Executive Committee to each member not less than 24 hours prior to the time set for the meeting, either personally or by mail. The Executive Committee shall, upon proper request, call a special meeting within 48 hours after receiving such request.

3. Public Meeting

All regular meetings of the Board and of the working committees shall be open to the public.

(a) All executive and standing committees meetings of the Citizens Planning Board are exempt from this regulation at their discretion.

4. Place of Meetings

Regular Board Meetings shall be held at Cascade Center as long as facilities are available or at a place designated by the Chairman.

5. Quorum

At any meeting of the Board, fourteen (14) of the members of the Board shall constitute a quorum.

6. Majority Rule

All questions and votes shall be decided by a majority of the votes cast at any meeting of the Board, except those provisions where two-thirds (2/3) vote is required.

7. Right to be Heard

Governed by Roberts Rules of Order. Audience participation can be limited to three (3) minutes per person (2 pro and 2 con) at the discretion of the Chairman.

VI COMMITTEES

1. Committees

The Board shall have the power to establish committees and to set their composition and duties. A majority of the members of a committee shall constitute a quorum.

2. Standing Committees

In addition to such other committees as the Board may from time to time authorize and the Chairman may appoint (with the Board's approval)

there shall be the following standing committees:

Executive Committee
Personnel Committee
Rules Committee

Members of standing committees, except for the Executive Committee, shall be appointed by the Executive Committee and ratified by the Board. Except for the Executive Committee, each standing committee shall elect its own officers. Meetings of the standing committees shall be called by the presiding officer at the convenience of the members.

3. Term

All standing committee members shall hold office for one (1) year from the date of their election or until their successors have been elected and qualified. A person may serve on only one standing committee at a time. No person shall serve more than two (2) consecutive terms on any one committee except the Chairman of the Board.

4. Executive Committee

The Executive Committee shall consist of the officers of the Board plus four (4) other members to be elected by the Board. The Chairman of the Board shall be the Chairman of the Executive Committee. The Executive Committee shall call a special meeting of the Board if requested in writing by any five (5) Board members. The Executive Committee between regular meetings of the Board shall represent the Board, provided, however, that any policy action considered by the Executive Committee shall be subject to the approval of the Board at its next meeting.

5. Personnel Committee

The Personnel Committee shall consist of five (5) members of the Board to be appointed by the Executive Committee and ratified by the Board. By authority of the Personnel Hiring Committee the City Demonstration Agency Director is authorized to fill authorized positions until such time as the Personnel Hiring Committee deems it necessary to recommend to the Citizens Planning Board that said authority be revoked.

6. Rules Committee

The Rules Committee shall consist of five (5) members appointed by the Executive Committee and ratified by the Board. The Chairman of the Rules Committee will be Parliamentarian of the Citizens Planning Board. The Rules Committee shall meet periodically to review the by-laws to make necessary provisions for change subject to Board ratification and addition.

7. Special Committees

Special committees can be appointed by the Chairman and authorized by the Board when the need arises. Upon completion of their job, a special committee shall be terminated.

VII WORKING COMMITTEES

1. In addition to other working committees that the Board may from time to time authorize, the following shall be the working committees of the Model Cities Program:

- A. Citizens Participation
- B. Education
- C. Employment
- D. Economic Development & Transportation
- E. Health Services
- F. Housing & Physical Environment
- G. Law & Justice
- H. Social Services
- I. Recreation & Culture

2. Members

Only residents of the Model Cities area may be voting members of any committee. The exception to this is Board members who reside outside the Model Cities area.

3. Officers

Each working committee shall have a chairman and such other officers as deemed necessary by the working committee. The duties of the chairman shall correspond with the duties of the Chairman of the Board. The chairman shall be a resident of the Model Cities area and shall be elected by the committee. Each working committee chairman shall be an advisory member of the Board. Board members cannot hold offices on working committees.

4. Sub-Committees

Working committees may form sub-committees for any purpose.

5. Rules and Operating Procedures

All working committees are subject to the rules and operating procedures as set forth by the Model Cities Citizens Planning Board working committees' policies and procedures.

VIII AMENDMENTS

These rules and operating procedures of the Citizens Planning Board may be altered, amended or repealed and new rules and operating procedures

adopted by the Board at any regular meeting of the Board after the proposed changes have been read at two successive regular meetings, except when these Rules and Operating Procedures conflict with city, state, or Federal policies. A two-thirds (2/3) vote of the Board is necessary to pass any amendment.

IX RULES OF ORDER

At all meetings of the Board, Roberts Rules of Order shall govern unless in conflict with these Rules and Operating Procedures.

citizens
planning
board



CPB - Rules & Regulations JUL 23 1971
portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

July 12, 1971

TO: Chairman and members of the Citizens Planning Board

FROM: Fred Flowers, Rules Committee Chairman

SUBJECT: Adoption of Rules & Operating Procedures of the Model Cities
Citizens Planning Board's Working Committee

Members of the Rules Committee and Marian Scott, First Vice-Chairman, have spent many hours reviewing the current Rules & Operating Procedures of the Model Cities Citizens Planning Board Working Committee. Attachment I has recommended changes for those rules. Attachment II has the current rules.

Please be prepared to comment and adopt at our next meeting of the Citizens Planning Board.

Thank you for your cooperation.

RULES AND OPERATING PROCEDURES OF THE
MODEL CITIES CITIZENS PLANNING BOARD'S WORKING COMMITTEES

April 10, 1970 - May 8, 1971

I. Purpose

- A. The purpose of each Working Committee established by the Citizens Planning Board are to assist the Citizens Planning Board by:
1. Developing Model Cities projects
 2. Recommending policies for approval by the Citizens Planning Board and the Portland City Council
 3. Reviewing on-going projects
 4. Plan for future action years
 5. Assume other duties assigned by the Citizens Planning Board or the Executive Committee
- B. A Working Committee may not assume any responsibility or in any way act on a project until a project has been presented, reviewed and returned to the Working Committee by the Executive Committee.
- C. In no case should a Working Committee or member of a Working Committee speak for the Model Cities program without prior authorization of the Board.

II. Technical Assistance

Each Working Committee shall have assigned to it by the Director of the Model Cities staff, a member of the staff or an outside consultant to provide expertise, technical assistance, drafting assistance, and whatever other assistance, advice or information is required by the Working Committee. A Working Committee may at its sole discretion and at any time request, through the Chairman of the Citizens Planning Board or his delegate, and consultation with the Director, additional staff, and if necessary outside consultants, or may request the staff member or consultants assigned to it be replaced.

III. Model Cities Staff Responsibilities

Notwithstanding the above, the Model Cities staff shall be responsible for providing meeting places, publicity of meeting times, obtaining representatives for the Working Committee from the elementary school attendance areas, publishing minutes of the Working Committees and rendering clerical assistance requested by the Working Committee of the staff.

IV. Membership

The membership of each Working Committee shall include the following:

- a. Not less than two assigned members of the Citizens Planning Board.
- b. One Model Neighborhood resident from each of the eight elementary school attendance areas appointed by the President or Chairman of the Neighborhood Organization.
- c. Any person desiring to be a member of the Working Committee.

V. Voting

- a. Only residents of the Model Cities area and members of the Citizens Planning Board may have one vote.
- b. Any person working directly for a project or program of the Model Cities Agency shall refrain from voting when his Agency's interest is before the committee.

VI. Officers

- a. The officers of a Working Committee shall be Model Neighborhood residents.

- b. Officers of the Working Committee shall be elected from its members by the voting members of the Working Committee at a meeting called for the purpose of electing officers by the members present at such meeting at such time as shall be determined by the Executive Committee of the Citizens Planning Board.
- c. Each Working Committee shall elect a Chairman, Assistant Chairman, and a Secretary for a term of six months.
- d. If a Chairman is unable to serve out his term of office, the Assistant Chairman shall fill the unexpired term.
- e. Any officer of a Working Committee may be removed for cause after approval of cause by the Working Committee and concurred by the Executive Committee of the Citizens Planning Board.
- f. No member of the Citizens Planning Board may be an officer of a Working Committee.

VII. Duties of Officers

- a. The Chairman shall be the presiding officer; shall maintain a constant and accurate working relationship with the Executive Committee and the Chairman of the Citizens Planning Board.
Each Working Committee Chairman shall be an advisory member of the Citizens Planning Board. Each Working Committee Chairman shall work and coordinate with Model Cities staff members and consultants assigned to the Working Committee.
- b. The secretary shall keep an accurate record of the actions and activities of the Working Committee; shall maintain attendance records and addresses to justify the voting rights of members.

VIII. Meetings

- a. Regular meetings shall be held once a month on a regular schedule and a meeting place provided by City Demonstration Agency staff, providing such time does not conflict with the regular meeting of the Citizens Planning Board.
- b. Special meetings may be called by the Chairman or by the Executive Committee of the Citizens Planning Board upon 24 hours notice to all members.
- c. All meetings of a Working Committee are open to the public.
- d. All actions taken by the Working Committee shall be decided by a vote of the majority of the voting members present except as otherwise herein provided.

IX. Sub-Committees

Any Working Committee may form sub-committees as needed.

X. Amendments

These rules may be amended by the Citizens Planning Board.

XI. Rules of Order

Roberts Rules of Order, revised, shall govern the conduct of any meeting unless they are in conflict with these rules or the by-laws of the Citizens Planning Board.

RULES AND OPERATING PROCEDURES OF THE
MODEL CITIES CITIZENS PLANNING BOARD'S WORKING COMMITTEES

Portland, Oregon
January 20, 1970

I. Purposes

(a) The purposes of each Working Committee established by the Citizens Planning Board are to assist the Citizens Planning Board by developing Model Cities projects and policies for approval by the Citizens Planning Board and the Portland City Council including development of work programs and budgets; developing approved projects for contract with an operating agency; negotiating contracts with operating agencies; monitoring on-going projects in conjunction with work programs and budget and to recommend continuation, modification or discontinuance of the project; planning for future action years; and other assigned by the Citizens Planning Board or the Executive Committee thereof.

(b) In all instances, the Working Committee shall receive their assignments, work priorities, and the appropriate procedures from the Executive Committee of the Citizens Planning Board through its chairman or his delegated agent. A Working Committee may not assume any responsibility, carry on any activity, or in any way act for the Citizens Planning Board without having been given the proper authorization by the Executive Committee.

(c) If a Working Committee or a member thereof desires a Working Committee to initiate any project or activity, notification shall be given to the Chairman of the Citizens Planning Board.

II. Technical Assistance

Each Working Committee shall have assigned to it by the Director of the Model Cities staff, a member of the staff or an outside consultant to provide expertise, technical assistance, drafting assistance, and whatever other assistance, advice or information is required by the Working Committee. A Working Committee may at

its sole discretion and at any time request, through the Chairman of the Citizens Planning Board or his delegate, and consultation with the Director, additional staff, and if necessary outside consultants, or may request the staff member or consultants assigned to it be replaced.

III. Model Cities Staff Responsibilities

Notwithstanding the above, a member of the Model Cities staff shall be responsible for providing meeting places, publicity of meeting times, obtaining representatives from the elementary school attendance areas, publishing minutes of the Working Committees and rendering any other necessary and reasonable clerical assistance as coordinated with the staff member assigned to the Working Committee.

IV. Membership

The membership of each Working Committee shall include at least two members of the Citizens Planning Board; one representative from each of the eight elementary school attendance areas within the Model Cities areas appointed by the president or chairman of the neighborhood organization, and any other person desiring to be a member of the Working Committee.

V. Voting

(a) Residents of the Model Cities area and members of the Citizens Planning Board may have one vote upon attending their third consecutive meeting of a Working Committee. Voting rights must be obtained separately for each Working Committee.

(b) Voting privileges shall be lost after a member of a Working Committee misses three consecutive regular meetings and may be restored as provided in paragraph (a) above.

(c) Model Cities residents and members of the Citizens Planning Board attending the organization meeting of a Working Committee shall have voting privileges notwithstanding paragraph (a) above, but paragraph (b) above shall apply to such members.

(d) A written vote of an absent qualified voting member will be accepted for specific issues included in the agenda.

VI. Officers

(a) Officers of the Working Committees shall be elected from its members by the voting members of the Working Committees at a meeting called for the purpose of electing officers by the members present at such meeting, at such time as shall be determined by the Executive Committee of the Citizens Planning Board.

(b) Each Working Committee shall elect a chairman and one or more assistant chairmen, and a secretary and one or more assistant secretaries as each Working Committee shall determine to serve for a term of six months.

(c) If a chairman is unable to serve out his term of office, the Working Committee shall elect another chairman to serve out such term.

(d) Any officer of a Working Committee may be removed either by two-thirds of the voting members of the Working Committee eligible to vote at the time such vote is taken.

(e) No member of the Citizens Planning Board may be an officer of a Working Committee.

VII. Duties of Officers

(a) The chairman shall be the presiding officer; shall maintain a constant and accurate liaison with the Chairman of the Citizens Planning Board or his delegate and work and coordinate with the Model Cities staff members and the consultants assigned to the Working Committee.

(b) Assistant officers, among other duties delegated by the chairman, will act as the principal officer only in the temporary absence of the principal officer.

(c) The secretary shall keep an accurate record of the actions and activities of the Working Committee; shall maintain attendance records and record the voting right of the members at each meeting.

VIII. Meetings

(a) Regular meeting shall be held twice a month on a regular schedule and meeting place chosen by the Working Committee - providing such times does not conflict with another Working Committee or the meeting of the Citizens Planning Board.

(b) Special meeting may be called by the chairman or by the Executive Committee of the Citizens Planning Board upon 24 hours notice to all members attending the preceding two meetings.

(c) All meetings of a Working Committee are open to the public and all attending a meeting have a right to be heard subject to the discretion of the chairman.

(d) All actions taken by the Working Committee shall be decided by a vote of the majority of the voting members present except as otherwise herein provided.

IX. Amendment

These rules may be amended by the Citizens Planning Board.

X. Sub-Committees

Any Working Committee may form Sub-Committees as needed.

XI. Rules of Order

Roberts' Rules of Order, Revised, shall govern the conduct of any meeting unless they are in conflict with these rules or the by-laws of the Citizens Planning Board.

AMENDMENT TO SUGGESTED RULES FOR WORKING COMMITTEES

January 1970

I. (b) The activities of the Working Committees shall be directed by the Executive Committee and the Citizens Planning Board only when it is necessary to coordinate or expedite some part of the Model Cities Program. The use of this direction shall include:

1. Preventing duplication of effort.
2. Giving priority to the projects and activities approved by HUD by directing the Working Committee to assist in obtaining a contract with an operating agency, to change a work program or budget, or to change an operating agency; or
3. Whenever in the opinion of the Citizens Planning Board, it is necessary for the good of the Model Cities Program that a Working Committee give priority to any project or activity.

In these cases the Executive Committee shall establish priorities and the appropriate procedures, if any.

At all other times the Working Committee shall be free to plan for future programs, or to monitor and evaluate on-going programs, or to carry on its other purposes without limitation of direction from the Executive Committee or the Citizens Planning Board.

*See Below.

(c) The Working Committee Chairmen or their representatives, shall report regularly the activities and progress of the Working Committees to the Citizens Planning Board.

AMENDMENT APPROVED AT January 27, 1970, CITIZENS PLANNING BOARD MEETING

- * In no case should a Working Committee or member of a Working Committee speak for the Model Cities Program without prior authorization of the Board.

citizens
planning
board



*File - CPB ~~Rules~~
Rules Committee*

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

Dear Citizens Planning Board Members:

In reference to the Rules Committee Meeting on October 28, 1971, I would like to inform you that I will relinquish the Chair as Chairman of the Rules Committee for this particular meeting.

Due to the sensitive nature of the Agenda I feel that this action is in order. The Committee at the meeting on October 28 will appoint an Acting Chairman and he will report to the Citizens Planning Board on November 2, 1971.

Fred Flowers, Jr.
Chairman of
Citizens Planning Board Rules Committee.

October 26, 1971