

ID: 20-712

RULES COMMITTEE MEETING

Unofficial Minutes

April 19, 1971

The Rules Committee convened at 7:40 p.m. in the Model Cities Conference Room #218. Those present or arrived before the meeting was adjourned were:

Leroy Patton  
Walter Ready  
Marian Scott

Fred Flowers, Chairman  
Brenda Green, CDA staff

Minutes were read and approved. Staff was asked to prepare a Rules Committee package to be mailed to the Chairman of the Citizens Planning Board. The package is to contain minutes and recommended changes done by the Rules Committee on the Rules and Operating Procedures of Working Committees. Staff is to also mail recommended changes and current Rules and Operating Procedures to all Working Committee Chairmen for their input, to be mailed back by April 28, 1971, to the Citizens Participation Department C/O Rules Committee.

Other Discussion:

Dick Celsi raised questions regarding Rules and Operating Procedures of Working Committees at the Citizens Planning Board Workshop, thus furthering the consensus of the group that it is important to have Working Committee Chairmen's input before formal presentation to the Executive Board of the Citizens Planning Board.

Election of officers to Working Committees every six months and next month would be time for elections.

At the next meeting of the Rules Committee items to be considered are:  
A. Public stand on issues without Board sanction by Working Committees  
B. Also public stand on issues by Neighborhood Organizations when Board support is needed

Articles V, VI, VII of the Rules and Operating Procedures of Working Committees were covered at this meeting. Please see attachment.

The next meeting of the Rules Committee will be Friday, April 23, 1971, 2:30 p.m. at John Adams High School.

RULES COMMITTEE MEETING

MINUTES

April 12, 1971

The meeting was called to order by Chairman Fred Flowers at the Neighborhood Development Office #1, 5630 N.E. Union. The meeting started promptly at 6:00 p.m.

Members present were:

Fred Flowers	Marian Scott
Walter Ready	Barbara Friday
Leroy Patton	Brenda Green, CDA Staff

The minutes of the last meeting were read, corrected and approved.

Fred Flowers suggested that we ask the chairman of the CPB to appoint Leroy Patton to the Rules Committee because of his input to this committee. It was suggested that Leroy Patton be appointed to replace Dick Wintermute - this was agreed by the members present.

We then moved on to the next article of the Rules & Operating Procedure of the Working Committee which was Voting. There was much discussion on the voting procedures in working committees. After much discussion, it was suggested that there be at least 10 residents present before an issue could be voted on. Some comments to the suggestion were:

- (1) it might put a lot of pressure on the chairman and the people who attend these meetings to get out and recruit other people.
- (2) CDA staff, who live in the area, be included in the quorum. Brenda Green felt that if staff were included in the quorum, that it would put staff in a position to be open to negative criticism as staff members and not as citizens of the area.
- (3) a small percentage of staff residents could vote in proportion to the quorum, or the number of members present at that meeting.

There was further discussion as to who should attend meetings but nothing definite was decided. It was suggested that we table any further suggestions or comments until our next meeting because of other commitments of board members.

A motion was made to this effect and carried.

It was decided that the next meeting date be April 19, 1971, 7:30 p.m.  
at the Model Cities office.

The meeting was adjourned at 7:30 p.m. by Chairman Fred Flowers.

Respectfully submitted,

Barbara Friday

April 14, 1971

RULES COMMITTEE MEETING

## Minutes

The meeting was called to order at 1:15 p.m., Saturday, April 10, 1971, by the Acting Appointed Chairman, Fred Flowers. The first order of business was to elect a Chairman and a Secretary. It was moved by Barbara Friday and seconded by Leroy Patton that Fred Flowers continue to be Chairman. The motion was carried. Barbara Friday was elected Secretary.

It was suggested by Fred Flowers that we start with the Purpose of the now existing Rules and Operating Procedures of the Working Committees and go through each article in order to make any necessary changes. It was agreed by the group to go through each article and this was the procedure that we followed. As of our first meeting, we made the necessary changes to the first four articles of the Working Committees Rules and Operating Procedures.

Please see the attached draft for changes, corrections, or additions to the existing Rules and Procedures for the Working Committees. The Chairman suggested that we pick a time and date for our next meeting to work on the remaining articles of the Rules and Procedures for the Working Committees. Marian Scott suggested that we have the meeting at the Neighborhood Development Office #1, 5630 N. E. Union. It was moved and seconded that the next meeting date be Wednesday, April 14, 1971, at 6:00 p.m. at the Neighborhood Development Office #1, 5630 N. E. Union. The motion was passed.

The meeting was adjourned at 3:30 p.m. by Chairman, Fred Flowers.

Respectfully submitted,

Barbara Friday

Members present were: Fred Flowers, Chairman  
Barbara Friday, Secretary  
Marian Scott  
Leroy Patton  
Brenda Green, CDA staff  
Walter Ready

REPORT OF THE RULES COMMITTEE  
MEETING HELD APRIL 10, 1969

The Rules Committee recommends for adoption by the Citizens Planning Board the following changes and additions to Article II of the Rules and Operative Procedures of the Citizens Planning Board:

ARTICLE 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 in writing any other Board member, except the chairman, to represent him at the meeting. The appointment shall be delivered to the secretary or chairman prior to the meeting in question.

3. Vacancies

(a) If any elected member of the Board is unable for any reason 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 meetings of the Board without providing for the

RULES COMMITTEE MEETING

Minutes

May 8, 1971

The meeting was called to order by Chairman, Fred Flowers at 1:00 p.m. Members present were: Fred Flowers, LeRoy Patton, Barbara Friday, Marian Scott, and Brenda Green (CDA).

The minutes were read and approved. LeRoy Patton had a point of information on Article VII (b) regarding the old Rules and Procedures for Working Committees. His question was cleared up by the Chairman. LeRoy Patton made a motion that a cover letter be sent to Working Committee Chairmen in reference to a memorandum dated April 27, 1971, containing recommendations for changes of current Rules and Operating Procedures of Working Committees. The motion was seconded and approved.

The Chairman moved on to the next item of business which was Article VIII, entitled Meetings. Please see the attached list for additions or corrections made to this article.

The next order of business was to review the amendments to the Rules and Operating Procedures of the Working Committees as presented to the Citizens Planning Board and approved at the January 27, 1970, meeting of the Citizens Planning Board. We have incorporated the amendments in the Rules and Operating Procedures of the Working Committees in the new draft.

Articles IX, X, and XI were discussed and approved as written. The meeting was unofficially adjourned at 4:00 p.m.

Respectfully submitted,

Barbara Friday  
Secretary

files

B-22-218

August 2, 1971

RULES COMMITTEE MEETING

MINUTES

The meeting was called to order at 6:20 P.M., Monday August 2, 1971 by the Chairman Fred Flowers. Minutes of July 19, 1971 meeting were read and approved.

Discussion:

- 1.) Under Section V A of the Rules and Operating Procedures for the Model Cities Citizens Planning Board Working Committees the word "and" was omitted and should be inserted.
- 2.) The need for a policy and criteria for Working Committees to accept projects was discussed at length.

Staff was instructed to compile approximately 10 Key points (activities, objectives) from the current Project Documentation that Working Committees will establish as criteria for approval of projects.

The above recommendation was moved by Mrs. Scott. Seconded by Mr. Simpson. Motion passed.

Recommendations from staff will be presented at the next meeting August 10, 1971, 6:00 P.M. Neighborhood Development Office, 3605 N.E. 15th avenue.

Meeting adjourned at 7:20 P.M.

RULES COMMITTEE MEETING

## Minutes

The meeting was called to order at 6:20 P.M., Monday July 19, 1971 by the Chairman Fred Flowers. The Rules and Operating Procedures of the Model Cities Citizens Planning Board's Working Committees were discussed:

## A. Section V Paragraph B

- Vb. 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.

Mr. Simpson moved that Section V Paragraph B be deleted. Mr. Patton seconded. Motion passed.

## B. Section VI Paragraph C

- Each Working Committee shall elect a Chairman, Assistant Chairman and a Secretary for a term of six months.

Paragraph should read: Each Working Committee shall elect a Chairman, Assistant Chairman and a Secretary for a term of 12 months.

Motion by Mrs. Scott. In keeping with 12 month terms, the election of Working Committee Officers is to be held in November. Seconded by Mr. Patton. Motion passed.

Statement of the motion is to be inserted under Section VI Paragraph C.

Mr. Patton felt a item to be considered at a later date would be Procedures for Working Committee to approve / accept Projects. He recommended that the Rules Committee work once more to define how Working Committees should approve projects. Staff reminded the committee that there was already a Project Documentation formate that is being used. The Committee should review the Project Documentation and summarize in narrative for a definition of the Project Documentation to be attached to the Rules and Operating Procedures.

Mr. Patton moved that the Rules Committee meet one time to develop a procedure as to the structure for Working Committees to accept/ approve Projects and Programs. Mrs. Scott seconded. Motion passed.

Staff was instructed to mail to Rules Committee the Project Documentation.

The next meeting is scheduled for August 2, 1971, 6:00 P.M. at the Neighborhood Development Office #2 - 3605 N.E. 15th Avenue.

Motion to adjourn.

Motion passed.



Rules Committee Meeting Minutes  
Page 2

Members present were:

Fred Flowers  
Herb Simpson  
Leroy Patton  
Barbara Friday

Other Citizens Planning Board members present were:

Joe Nunn  
Marian Scott

CDA Staff  
Brenda Green

REPORT OF RULES COMMITTEE

TO: MEMBERS, CPB

July 22, 1969

FROM: RULES COMMITTEE

Attached are the recommended changes to the rules and operating procedures of the CPB 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.

ARTICLE II

3. Vacancies

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

.....

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 \_\_\_\_, 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 position shall be open for appointment by the Mayor on or about the time set for the election in the following year.

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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

July 11, 1968

Mr. Emmett J. Baskett  
4917 N. E. Mallory  
Portland, Oregon 97211

Mr. Paul J. Schultze, Director  
Model Cities Program  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Re: Jim Thompson's questions on  
personnel

Gentlemen:

Enclosed is a copy of Jim Thompson's questions concerning the clarification of certain personnel policies. I apologize for my lateness in submitting this to you. Paul indicated at the last Board meeting that the staff would have some recommendations to make in regard to these questions.

I would also like your thinking on the questions, Emmett. I will try to schedule a meeting of the Rules Committee during the week of July 15.

Very truly yours,



Dean P. Gisvold

DPG:mmm  
Enclosure

JUL 12 1968

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

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DEAN P. GISVOLD  
GEORGE C. REINMILLER  
NICK I. GOYAK  
ROBERT D. RANKIN

April 17, 1969

DATE RECEIVED  
APR 18 1969

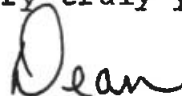
Mr. Al Batiste  
Model Cities Office  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Dear Al:

Enclosed is a copy of the Rules and Operating Procedure of the Board, as amended. Over the last nine months, several changes have been made to the rules, and I would appreciate it if you could retype them and re-distribute them to the Board members.

If you have any questions, please call.

Very truly yours,



Dean P. Gisvold

DPG:mmm  
Enclosure  
cc: Reverend David Weed

① Rules -  
Personal  
Comm

**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 Board, shall be located at 5329 N. E. Union Avenue, Portland, Oregon 97211.

**II  
MEMBERS**

See attached changes to II

1. Conflict of Interest. The members of the Board shall serve without remuneration. No member of the Board shall receive financial benefit, either 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.

2. Alternates. If any elected member of the Board is unable to attend a meeting of the Board for any reason, an alternate from such member's school attendance area shall be asked by the member to attend such meeting and shall have all powers conferred upon a member. There shall be two alternates for each school attendance area. The alternates shall be the next qualified persons who received the next highest number of votes in relation to the elected members and who are able to serve on the Board if called upon to do so.

If any appointed member of the Board is unable for any reason to attend a meeting of the Board, the appointed member may appoint in writing any other Board member, except the Chairman, to represent him at the meeting. The appointment shall be delivered to the Secretary or Chairman prior to the meeting in question.

3. Vacancies. If any elected member of the Board is unable for any reason to serve on the Board, then the alternate from such member's school attendance area shall become a member of the Board.

If any appointed member of the Board is unable for any reason to serve on the Board, then the Board shall recommend three persons to the Mayor for his consideration for appointment to fill the vacancy.

**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. 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, ~~two-thirds~~ <sup>one-half</sup> 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

*this is permanent*

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. ~~...ion of the Board members, any resident~~

duties or the ... 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.



REPORT OF THE RULES COMMITTEE  
MEETING HELD APRIL 10, 1969

The Rules Committee recommends for adoption by the Citizens Planning Board the following changes and additions to Article II of the Rules and Operative Procedures of the Citizens Planning Board:

ARTICLE 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 in writing any other Board member, except the chairman, to represent him at the meeting. The appointment shall be delivered to the secretary or chairman prior to the meeting in question.

3. Vacancies

(a) If any elected member of the Board is unable for any reason 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 meetings of the Board without providing for the

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. Conflict 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.

The majority of the committee felt that the subject of elections ought not to be acted upon until actual funding takes place and we are assured of a certain period of existence.

REPORT OF THE RULES COMMITTEE  
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