

B-22-04

1970 CITIZENS PLANNING BOARD ELECTION

1. PURPOSE AND BENEFICIARIES

The intent of this proposal is to provide for the smooth operation of the Citizen Planning Board Election and to generate the highest degree of citizen involvement possible.

The participants are model neighborhood residents fourteen (14) years and older, League of Women Voters, Neighborhood Organizations, Citizen Planning Board, Working Committees and the Citizen Participation staff of the City Demonstration Agency. All participants, as well as the City of Portland as a whole should benefit through the election process.

2. CONTENT AND OPERATION

The functional elements of the election proposal are as follows:

- 2-01-01 Inform residents, organizations and interested groups of the Model Cities, Citizens Planning Board election
- 2-01-02 Seek cooperation from and coordinate model neighborhood and city-wide groups and organizations to assist in the election
- 2-01-03 Provide apparatus for smooth election
- 2-01-04 Seek involvement of all model neighborhood residents

Key Activities within Functional Elements

2-01-01

- 01 Secure news media coverage for election announcement
- 02 Provide for T.V. and radio spot announcements concerning the election
- 03 Prepare flyers for general neighborhood distribution concerning election rules
- 04 Prepare mailings to community organizations, churches and residents on general mailing list
- 05 Print and place in conspicuous places information on voting methods and eligibility requirements for candidates
- 06 Distribute applications and election literature to all neighborhood organizations and agencies in the model neighborhood

2-01-02

- 01 Meet with Citizens Planning Board and prior election committee for suggestions and ideas on forming the 1970 Election committee
- 02 Meet with League of Women Voters to ensure continued cooperation in ballot tabulation
- 03 Arrange meeting with Mr. Weldon, Director of Multnomah County Records and Elections for ballot boxes, signs and tally sheets
- 04 Meet with chairmen of all neighborhood organizations for appointments to election committee, as well as securing cooperation in the distribution of materials and setting up general meetings to afford candidates opportunity to speak to neighborhood groups

2-01-03

- 01 Meet with Citizens Planning Board Rules Committee and get election rules printed and distributed
- 02 Secure buildings for polling places, also look into the possibilities of mobile polling places or transportation to polling places
- 03 Provide meeting places and audiences (through publicity) for candidates to speak
- 04 Devise method for filing process, application forms, deadlines and confirmation of candidacy
- 05 Provide for absentee ballot
- 06 Supply, upon request, campaign literature to candidates
- 07 Print up ballots for each neighborhood listing all eligible candidates
- 08 Work to avoid any instances of partiality or preferential treatment of any election candidate
- 09 Allow adequate time for election preparation in order that candidates final filing date will be one month prior to election date, thus giving candidates one month to campaign
- 10 Establish more than eight (8) precincts

2-01-04

- 01 Encourage all model neighborhood residents to participate in some phase of the election, whether through voting, distribution of literature or otherwise

3. TIMETABLE

Election preparations will begin no later than July 1, 1970 and will end September 27, 1970. See attachment #1, Timetable Chart.

4. FUNDING

Funds will be secured from the City Demonstration Agency administrative budget.

5. PROJECT ADMINISTRATION

The Citizens Participation unit of the City Demonstration Agency will coordinate the election with the cooperation of the Citizens Planning Board.

6. COORDINATION

As stated in functional element #2 and key activities within this element, the Citizens Participation unit of the City Demonstration Agency will seek to coordinate the efforts and activities of all interested groups and organizations.

7. MONITORING AND EVALUATION

The Citizens Participation unit, with the cooperation of the Citizens Planning Board, the Election Committee and representatives of other groups and organizations participating in the election, will attempt to evaluate the election process. The process of this proposal will be measured by answering the following questions:

2-01-01

- \_\_\_\_\_ number of flyers distributed
- \_\_\_\_\_ number of T.V. and Radio spot announcements secured
- \_\_\_\_\_ number of churches and organizations contacted
- \_\_\_\_\_ number of articles on election published in newspapers

2-01-02

- \_\_\_\_\_ number of meetings held with Citizen Planning Board
- \_\_\_\_\_ number of meetings held in community for candidates
- \_\_\_\_\_ number of groups and organizations participating in election
- \_\_\_\_\_ number of persons volunteering to serve in election

2-01-03

- \_\_\_\_\_ number of applicants filing for Citizen Planning Board
- \_\_\_\_\_ number of precincts secured

\_\_\_\_\_ number of persons voting in election  
\_\_\_\_\_ number of persons manning polls

2-01-04

\_\_\_\_\_ number of persons requesting information on election  
\_\_\_\_\_ total number of persons participating in election  
\_\_\_\_\_ total number of organizations involved  
\_\_\_\_\_ total number of persons between the ages of 14 -21  
voting  
\_\_\_\_\_ total number of persons volunteering service in some  
phase of the election

8. CITIZEN PARTICIPATION

All model neighborhood residents will be given the opportunity to be involved in some phase of the election.

10. RESIDENT EMPLOYMENT

This project will afford some advertisement for model neighborhood candidates through the news media, otherwise, all activity will be generated through volunteerism.

AMENDMENTS TO PROPOSAL  
for Information and Crisis Center

(as suggested at June 16, 1970 meeting of Rumor Control Comm.)

Delete "Crisis" from name.

under Introduction:

Use of Center over the last three months has been very light. In May, 165 calls were taken, in April 77 calls and in March 100 were received. During its full scale operation last year in a 48-day period between June 20-Aug. 6, 1969 the center logged 1,805 calls. Categories receiving more than 50 calls were: astronauts-space, 140; bombings, 68; comments on Rumor Control, 88; deaths, 61; disturbance 134; entertainment, 120; fire, 72; prank calls, 79; labor unions, 101; local information-local interests, 157; misc. information, 167; wrong numbers and hang-ups, 50.

It was suggested that this operation be merged with a proposed similar center in the Southeast section or elsewhere. But it is doubtful that under HUD guidelines that either a Model Cities project or funds can be extended outside the target area.

under Content and Operation:

item 1; ...with community needs. Such information would include announcements on community events and meetings of interest to Model Cities residents including entertainment (dates, times, places), on services offered by other government agencies serving the area with the cooperation of these agencies, and on a limited and restricted basis information on the location of sales of necessary items would be made available. The center could also disperse pertinent community information by calling radio stations and other news media.

item 2: line 1, substitute stress for duress

Attachment A, under Staff, Center Manager's salary changed to \$9,700 per year and he would have to be a resident of the Model Cities area.

under Field Representative; an alternative is to employ one full-time person instead of two part-timers.

Attachment B

Add Contingency Funds \$5,000 which would cover insurance and travel costs for volunteers, overtime in emergencies, additional travel, special equipment, coffee, etc.

Under office equipment, delete miscellaneous	\$190
Under Draft Budget, change Personnel to	\$23,700
" Fringe benefits to	3,910.50
" Office Equip to	1,571.85
Add Contingency	5,000
" TOTAL to	\$39,544.35

INFORMATION AND CRISIS CENTER  
(to replace rumor control)

INTRODUCTION

The purpose of the Rumor Control and Information Center is to provide concerned citizens with a place to check out rumors, find out the truth and to receive information concerning community activities. Experience has shown that unfounded rumors can either cause disturbances or aggravate crisis situations. For example, in the report of the President's Commission on Civil Disorders, it was pointed out that in 65% of the cases where disturbances took place, rumors were involved and in several cases civil disturbances were caused by rumors themselves. The Rumor Control concept began in Chicago in 1968. Since that time scores of cities throughout the United States have established Rumor Control Centers. In St. Louis the Police Department runs a Rumor Control Center. In Chicago, it has been under the auspices of the Human Relations Commission. In Washington, the Urban League, and in Seattle, it began under the Council of Churches. When it was established in Portland in 1969, it was put together under the cooperation of the following agencies and companies: Portland Human Relations Commission, Pacific Northwest Bell, Urban Coalition, Greater Portland Area Council of Churches, Portland Urban League, NAACP, ACLU, Oregon Bureau of Labor, Portland Metropolitan Steering Committee, the Portland Model Cities Program, and others. In an editorial on June 20, 1969, the Oregon Journal concluded as follows: "Truthfinding is important for all segments of society. White people can be panicked by rumors and make wrong decisions just as much as Negroes can. In the long run the Center hopes to be a source of factual information on matters totally unrelated to racial conflicts and even in a non-emergency nature.

The facts are not always pleasant. Many times they are upsetting in themselves. But it is far better to know the facts than to operate on a basis of rumor and falsehood."

In Portland the Rumor Control and Information Center began as a project under the administrative direction of the Model Cities Program. It has the assistance and support of the above mentioned agencies as well as the City of Portland, to the Mayor's office, and the Police Department.

This Program in Portland grew out of a conference held in Chicago by the United States Justice Department. The Justice Department Community Relations Service believes the Rumor Control concept to be an innovative way to help keep urban areas at equilibrium, but it also thinks that it is a way to help build community participation and communication. The impact of the Rumor Control Center in many cities proves its value. In Los Angeles last summer 35,000 calls were received concerning a rumor concerning an incident which was supposed to have taken place. In Portland several rumors were stopped in the early stages which could have resulted in an inflammatory situation in the city. The following proposal outlines how an Information and Crisis Center would function permanently as a part of the Portland community.

INFORMATION AND CRISIS CENTER

(to replace Rumor Control)

1. PURPOSES AND BENEFICIARIES

To provide a reliable, trustworthy and factual telephone information service to residents of the Model Cities area and to residents of the overall metropolitan community; to foster the free flow of essential information to Model Cities residents to improve the quality of life for them.

2. CONTENT AND OPERATION

The function of the Information and Crisis Center is to keep citizens informed on factors affecting their lives.

1. The general information operation of the center will provide citizens with essential information upon request and issue pertinent data in line with community needs. Such information would include announcements on community events and meetings (dates, times, places), on other government agencies with the cooperation of these agencies, and on a limited basis information on sales of necessary items would be made available.
2. The crisis operation would function in times of duress to dispense factual information to dispel rumors and misinformation that could incite or expand a crisis situation. It would obtain the facts from the agency or organization immediately concerned with a situation such as the Fire Department, the police, health agencies, school officials, weather bureau, news media, traffic departments, etc.

--A staff of four (see Attachment A) will be hired to operate the center in conjunction with volunteers who will be trained and supervised. A group of 40 volunteers will be recruited for use on an on-call basis.

--Services provided by telephone at a location, with access limited to those providing the service, in the Model Cities area. Center will be housed in additional space acquired by the Model Cities administrative staff.

3. TIME TABLE

Project will begin immediately upon approval and funding. It will operate for 12 months. It will be functional 14 days after hiring of staff.

4. FUNDING

Startup costs will be from CDA administrative budget and continued operation will require supplemental funds from the First-Action Year Program.



5. PROJECT ADMINISTRATION

The Citizens Participation Unit will administer the project.

6. COORDINATION

Coordination with other government agencies and community organizations is an absolute must and will be undertaken.

7. MONITORING AND EVALUATION

The Citizens Participation Unit will undertake this responsibility in cooperation with the appropriate committees and board.

8. CITIZENS PARTICIPATION

Utilization of volunteers from the Model Cities area coupled with calls to the center by residents seeking information provides citizen involvement in this project.

9. RESIDENT EMPLOYMENT

Four positions would be open to Model Cities residents.

STAFF

Center Manager

\$8,000 per year

Must be a cool, level-headed individual. Background in news, public relations and government work. Prefer a person known and respected in Model Cities area.

Duties: Set-up and execute Center procedures. Arrange for training of volunteers, develop and maintain plan for using volunteers especially in crises situations. Develop and sustain system to gather information from agencies and organizations.

Information Clerk

\$6,000 per year

Typing and clerical skills, capable of handling center when manager is out.

Duties: Some typing and clerical work, be familiar with procedures of center and be able to operate center in manager's absence, respond to phone inquiries, work with volunteers.

Field Representative (2, half-time)

\$4,000 each, per year

Resourceful, objective and cool-headed. Ability to meet people.

Duties: In crises situations would be dispatched into field to obtain factual information at scene, would assist at center; at other times would participate in information gathering.

## PHYSICAL NEEDS

Space: Large room to accommodate up to eight people upon occasion, to hold large conference table, three desks and other furniture. Location must be secure.

Rental \$150/mo. \$1,800 yr

Telephone Equipment: Five telephones and lines, three with jacks, codaphone setup

\$143.50 per mo  
\$165 installation \$1,722 yr

## Office Equipment:

1 typewriter	\$450.00
1 desk with typewriter stand	203.70
2 desks @136.50	273.00
1 file cabinet, 4 drawer	102.00
1 conference table	176.45
3 steno chairs @ 48.90	146.70
5 regular chairs @ 20	100.00
2 small tables @ 35	70.00
1 blackboard	50.00
miscellaneous	100.00

## Consumable Supplies:

Paper, pens, pencils, et al \$1,000

## Local Travel:

6,000 miles @ 10¢ \$ 600

## Other:

equipment maintenance \$ 240

## DRAFT BUDGET

Personnel	\$22,000
Fringe benefits	3,630
Travel	600
Space	1,800
Consumable Supplies	1,000
Office Equipment	1,671.85
Telephone Service	1,722
Equipment Maintenance	240

TOTAL for 12-month period \$32,663.85

PROCEDURE FOR POLL WORKERS

MODEL CITIES ELECTION FOR REPRESENTATIVE TO CITIZENS PLANNING

BOARD

Swearing of Workers

All workers should be sworn and should sign the Poll Book cover. Workers administer the oath to each other. If the appropriate space on the Poll Book cover is full, worker may sign on the reverse side.

Voter Qualifications

Qualifications are:

- (a) Fourteen years of age; and
- (b) Resident of the appropriate model neighborhood.

Proof

The voter's statement is sufficient proof of his age and address, unless challenged by the poll worker or some other person with specific knowledge.

Check the address of each voter to determine if he is in the model neighborhood. If there are questions about the address, call 288-6923.

Procedure

- (a) Worker asks voter his address and in appropriate cases asks if he is fourteen years of age.
- (b) Worker checks the address to determine if it is within the neighborhood.
- (c) Voter signs the appropriate page in the poll book and prints his name and address.
- (d) The poll book is tabbed alphabetically. It is not necessary to

alphabetize the voters whose last names begin with the same letter, i. e.

Brown may be before Baker.

(e) Worker gives voter the ballot and directs him to the voting place, and enters ballot number in the poll book.

(f) Voter marks a ballot, folds it, and returns it to the poll worker. Poll worker removes stub from ballot, and places each in the appropriate box.

(g) The poll worker checks the voter's name off in the poll book.

(h) If the voter makes a mistake on the ballot, the worker should mark it void and place it in the ballot box and give the voter another ballot.

#### General Instructions

(a) The number of voters with ballots at any one time should be limited to the spaces available at the voting places. Do not let lines form after receiving the ballot. All lines should be prior to the receipt of the ballot.

(b) No one may leave the voting place with his ballot.

(c) Do not let the New Careers Voter Registration booth interfere with your voting procedures.

(d) Allow anyone to observe you as long as he doesn't interfere with your work or annoy you.

(e) Allow examination of the poll books; but books are not to be removed from poll worker's desk.

(f) If there are any problems, including harassments, call the Model Cities office, 288-6923. Someone will be there all day to help you.

(g) Use of school phones is limited to poll workers.

Closing Polls

- (a) Allow anyone to vote who is in line at 8:00 p. m.
- (b) Seal the ballot box with the tape seals and all workers then on duty will sign the seals.
- (c) Deliver the ballot box and other materials to the election worker who will deliver them to the Model Cities offices.

### Counting Procedures

The women from the League of Women Voters will break the seal on the ballot boxes. There will be two tellers, one reader and one person observing the reader. As the reader reads the ballot aloud, the tellers independently enter the marks for the appropriate candidate. After tallying the ballots the canvassers sign the talley sheet and return the ballots and the talley sheets to the ballot box and reseal it. The counters will be sworn and sign the statement sheets. The counters also will sign the talley sheets.

September 27, 1969

DIRECTIONS FOR ELECTION CLERKS, MODEL CITIES ELECTION

**VOTER MUST BE A RESIDENT OF THE AREA**

**Steps in voting:**

1. Voter provides proper identification regarding his residence in the proper area. Teenagers must have proof of age, e.g., Student Body card, birth certificate, baptismal record, or parental voucher.
2. Voter signs name and address; if teenager they should give name, address, age and school.
3. Voter is given ballot with instructions to vote for 1 candidate and to fold the ballot to the dotted line.
4. After voter has voted, remove corner stub with number and deposit in one container. Place the folded ballot in the other container.
5. If voter makes a mistake on his ballot tear it up and give him another. However, the stub should be kept and marked VOID and placed in the container with the rest of the stubs.
6. All ballot and stub containers and signature pads should be returned to the Model Cities office. Unused ballots must also be returned.
7. Counting can be done at a central location by the League of Women Voters. No election information should be given out until all the ballots have been counted and certified.

**DO NOT DISCUSS CANDIDATES WITH THE  
 VOTER. ELECTION CLERKS MAY NOT  
 INFLUENCE OR PERSUADE THE VOTER.**



September 27, 1969

FURTHER INSTRUCTIONS TO ELECTION CLERKS

1. Discourage any campaigning in or near the polling places. Use diplomacy if any such incidences arise. We do not expect any.
2. Cut off the stubs (the area where the ballot number is) with the sissors that you have. Put the cut off stubs in the manila folder marked stubs. The stubs insure a valid ballot count in case there is any question.
3. Be sure that anyone who votes ~~xxxxx~~ signs the book. Do not give anyone a ballot until they have signed the book.
4. Lastly, and most important if you have any problems at all. Call Tom Brumm at the Model Cities office. He will be available all day and can help. ~~XXXXXX~~ Remember call @ 288-6923 if you have any problems.

MODEL CITIES OFFICE 288-6923

5329 N. E. UNION ROOM 210