

B-22-05

March 3, 1971

Mr. Ray Coffman  
4118 N.E 18th Avenue  
Portland, Oregon 97211

Dear Ray:

At one of the Election Committee meetings, a suggestion was made that a final meeting of the 1970 Election Committee should be held to critique or evaluate the 1970 Citizens Planning Board Election and also to recommend procedure for the 1971 Election Committee.

I am requesting that you, as Chairman of this group, set up a meeting for the above mentioned purpose. I would like to suggest a tentative meeting date of Monday, March 22, 1971. Please contact me at 288-8261, extension 38, and let me know your thinking on this.

I am looking forward to meeting with all of you again.

Very truly yours,

Lillie Walker (Mrs.)  
Citizens Participation  
Specialist

cc: Official files (2)  
Director/Jordan  
Coordinator/Green  
Author/Walker  
3-3-71  
vsc

B-22-05

April 26, 1971

TO: Lillie Walker  
 Citizens Participation Specialist

FROM: Brenda J. Green  
 Citizens Participation Coordinator

SUBJECT: 1971 Election Committee - Suggestion

I strongly urge follow through to enable the 1970 Election Committee to formalize their suggestions/recommendations to the Citizens Planning Board. Direction should come from the Citizens Planning Board to begin working with the 1971 Election Committee.

I am sure that you would agree that June is not too early for the 1971 Election Committee to begin working. If planning for the September 1971 election begins in June some effort should be placed in the area of pre-registration. Publicity for the 1971 election should begin in June. Proceed with inquiries to explore cost of registration cards and the securing of registered voters names by census tract in order to establish a list of Model Neighborhood residents, however, some thought should be given to the 14 year to 21 year olds.

May I again state that it is most important for the 70 Election Committee to formalize their recommendations for 71 elections.

BJG BRENDA J. GREEN

cc: Official files (2) ✓  
 Director/Jordan  
 CP Coord/Author/Green  
 4-26-71  
 bh

B-22-04a

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Inter-Office Memorandum

TO: All Coordinators

FROM: Brenda J. Green  
Citizens Participation Coordinator

DATE: September 23, 1971

SUBJECT: Work Schedule for September 25, 1971 - Citizens Planning Board  
Election Day

I am requesting that compensatory time and a half be allowed for any agency employee who works on Saturday, September 25, 1971. The work schedule is as follows (Names are incerted for persons who have already consented to work a shift.):

<u>DUTY</u>	<u>TIME</u>	<u>PERSON ASSIGNED</u>	<u>AREA</u>
Mann the telephones at Model Cities Agency.	8:00 A.M. to 8:00 P.M.	Verlene Scott Relief Corrine Hammick	
Transportation - A.) To and from polling sites for residents.	8:00 A.M. to 2:00 P.M. Model Cities Car Number 1	Lula McKinney  (2:00 P.M. Driver) (change at Humboldt.)	Boise
B.) Persons working 2:00 P.M. to 8:00 P.M. shift will provide transportation for Poll Workers to Cascade Center (5606 N. Borthwick) when the ballots will be tallied, if requested by workers.	2:00 P.M. to 8:00 P.M.	Mrs. Ruby Fridge <del>Physical Staff</del>	Humboldt
	8:00 A.M. to 2:00 P.M. Model Cities Car Number 2	Pat Ollison  (2:00 P.M. Driver) (change at Irvington.)	Eliot
	2:00 P.M. to 8:00 P.M.	Andrea Ricks	Irvington
C.) Persons working 2:00 P.M. to 8:00 P.M. drivers will obtain the car key from the morning shift at the area listed second in the column.	8:00 A.M. to 2:00 P.M. Model Cities Car Number 3	Walter Kuust  (2:00 P.M. Driver) (change at Sabin.)	King SABIN
	2:00 P.M. to 8:00 P.M.	Roland Franz	Sabin KING


*Committee*  
*Green*

Work Schedule continued  
Page 3

I am requesting that coordinators see to it that their assigned car is gased-up for Saturday's activity, parked on the bank parking lot and all keys left with Citizens Participation Coordinator at 5:00 P.M. on Friday, September 24, 1971.

Your cooperation is essential and appreciated.

BJG

  
\_\_\_\_\_  
cc: Official Files (2)  
Director/Jordan  
Deputy Director/Raubeson  
CP Spec/Walker  
CP Coord/Author/Green  
9-23-71  
BG/vs

B-22-04

TO: Citizens Planning Board  
FROM: Glen Childs, Chairman  
1971 Election Committee  
DATE: September 21, 1971  
SUBJECT: 1971 Citizens Planning Board Election

The 1971 Citizens Planning Board Election Committee has been meeting at least twice weekly for the past month finalizing preparations for the Election, Saturday, September 25, 1971. The increased meeting schedule is due to several matters that have come before the Election Committee for decisions, and the following recommendations are hereby submitted to the Citizens Planning Board for action:

1. Clarification of the Eastern Boundary lines for the Sabin Area for Candidate certification.
2. The Committee recommends that model neighborhood residents, who reside on the outer perimeters of the Model Cities be eligible to vote.

Also, after reading the Citizens Planning Board Rules and Operating Procedures, dated January 5, 1971, Article II, Section 2. (a), 6 and 7, regarding vacancies and residency, the Election Committee concludes that there are two (2) seats vacant in both the Boise and Woodlawn Areas.

Article II, Section 5. (d) would apply for determining the term of office, whereby the person receiving the highest number of votes would be number 1, and would serve for a term of two (2) years, and the person receiving the next highest number of votes would be number 2, and serve for one year.

The Election Committee respectfully requests that action be taken tonight on the two above recommendations, and that the Citizens Planning Board sanction the vacancies in Boise and Woodlawn.

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

Revised Draft  
1-5-71

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. 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.

3. 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) 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.

#### 4. 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.

#### 5. 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.

6. 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).

7. 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. Assistant 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.

B-22-046

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

CDA-81  
9-23-71

Inter-Office Memorandum

TO: Andrew Raubeson  
Deputy Director

FROM: Brenda J. Green  
Citizens Participation Coordinator

DATE: September 23, 1971

SUBJECT: Cost Incurred for Election Day

At the moment, cost to be incurred for implementing the 1971 Citizens Planning Board Election are:

1) Janitorial services at Cascade Student Union Building

Tallying the ballots will be done at that site from  
6:30 p.m. to 11:00 p.m.

Approximately \$50.00

2) Locks for ballot boxes

This cost can be paid from petty cash.

If any other costs arise, I will bring them to your attention as soon as possible.

BJG BRENDA J. GREEN

cc: Director/Jordan  
 Dep Dir/Raubeson  
 Official Files (2) ✓  
 CP Coord/Author/Green

9-23-71/BJG/gb

B-2204

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Inter-Office Memorandum

*Participation*

TO: Bill Mack  
Citizens Participation Information Specialist

FROM: Brenda Green  
Citizens Participation Coordinator

DATE: August 10, 1971

SUBJECT: Election Publicity on Rose City Cabs

Be advised that two (2) cabs may be used for the month of August and four (4) cabs for the month of September. Total cost not to exceed \$150.00.

Coordinate the billing with Mr. Roberts and advise me of any problem areas.

Your suggestion for the signs (attached) will suit the need however, please gain input from the 1971 Election Committee as soon as possible.

BJG **BRENDA J. GREEN**

cc: Official Files (2)  
Admn. Manag. Coord./Roberts  
CP Spec/Walker  
CP Coord/Author/Green  
8-10-71  
vs

B-22-04

40-01-00

**TO: Bill Mack, Public Information Specialist**  
**FROM: Brenda J. Green, Citizens Participation Coordinator**  
**SUBJECT: T.V. Talk Shows Interviews for Election**

For your information, regarding your memo dated 8/18/71  
be certain that Model Neighborhood Residents (especially  
Citizens Planning Board, Working Committees, Neighborhood  
Organizations, and All Staff) receive notice of scheduled  
T.V. shows, time and date to be aired.

BJG BRENDA J. GREEN

cc: Official Files (2) ✓  
Director/Jordan  
CP Coord/Author/Green  
8-18-71  
nw



B-22-04

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Inter-Office Memorandum

TO: Brenda Green  
Citizens Participation Coordinator

FROM: Bill Mack  
Citizens Participation Information Specialist

SUBJECT: TV Talk Show Interviews for Elections

For your information, Josiah Nunn, Citizens Planning Board Chairman and Percy Manuel, Chairman of the Election Working Committee, have been scheduled to appear on the following TV shows:

- Channel 12 - 735 S.W. 20th Place, 222-9921  
"12 In The Morning" - Gene Brendler, Host  
August 18, Wednesday, 1:30 P.M., release August 23
- Channel 2 - 2153 N.E. Sandy, 235-8751  
"Third World" - George Page, Host  
August 23, Monday, 8:00 P.M.
- Channel 8 - 1501 S.W. Jefferson, 224-8620  
"Telescope" - Jennie Bernie, Hostess  
September 20, Monday, 8:30 A.M. to 9:30 A.M.  
8 to 10 questions prepared by guests with visuals,  
slides, maps, etc.
- Channel 6 - 140 S.W. Columbia, 228-3333  
"High Neighbor" - Des & Irene Young, Hosts  
September 22, Wednesday, 9:45 A.M., tape at 10:00 A.M.

BM

cc: Official Files (2) ✓  
Director/Jordan  
CP Spec/Walker  
CP Coord/Green  
CP Info/Author/Mack  
8-18-71  
jlk

B-22-04

August 19, 1971

Des & Irene Young  
Channel 6  
140 S. W. Columbia  
Portland, Oregon 97201

Dear Mr. & Mrs. Young:

We wish to thank you for arranging an interview on your show "High Neighbor", with Mr. Josiah Nunn, Model Cities Citizens Planning Board Chairman, and Mr. Percy Manual, Election Working Committee Chairman.

This letter is to acknowledge the time and date for the interview of Wednesday, September 22 at 10:00 a.m.

We greatly appreciate your and Channel 6's efforts in behalf of communicating news about the Model Cities Program and the forthcoming Citizens Planning Board elections September 25. Should you desire additional information, please don't hesitate to call.

Yours truly,

cc: Official Files (2) ✓  
Director/Jordan  
CP Spec/Walker  
CP Coord/Green  
CP Info/Author/Mack  
8-19-71  
jlk

Bill Mack  
Citizens Participation  
Information Specialist

B-22-04

August 19, 1971

Mr. Gene Brendler  
Channel 12  
735 S. W. 20th Place  
Portland, Oregon 97208

Dear Mr. Brendler:

We wish to thank you for arranging an interview on your show, "12 In The Morning", with Mr. Josiah Nunn, Model Cities Citizens Planning Board Chairman, and Mr. Percy Manual, Election Working Committee Chairman.

This letter is to acknowledge the time and date for the interview of ~~Monday~~, August 23 at 10:15 a.m.

We greatly appreciate your and Channel 12's efforts in behalf of communicating news about the Model Cities Program and the forthcoming Citizens Planning Board elections September 25. Should you desire additional information, please don't hesitate to call.

Yours truly,

Bill Mack  
Citizens Participation  
Information Specialist

P/S The officers of the Citizens Planning Board as you requested to fulfill FCC requirements are: Joe Nunn, Chairman, Marian Scott, First Vice-Chairman, Lee Kell, Clara Peoples, Bob Boyer, Chris Thomas, John Gustafson, Herb Simpson, Bertha Grant, Mayor Terry Schrunk and Model Cities Director, Charles Jordan.

cc: Official Files (2)  
Direct~~or~~/Jordan  
CP Coord/Green  
CP Spec/Walker  
CP Info/Athor/Mack  
819-71  
jlk

B-22-04

August 19, 1971

Ms. Jennie Bernie  
Channel 8  
1501 S. W. Jefferson  
Portland, Oregon

97201

Dear Ms. Bernie.

We wish to thank you for arranging an interview on your show, "Telescope", with Mr. Josiah Rynn, Model Cities Citizens Planning Board Chairman, and Mr. Percy Manual, Election Working Committee Chairman.

This letter is to acknowledge the time and date for the interview of Monday, September 20 from 9:00 to 9:30 a.m.

We greatly appreciate your and Channel 8's efforts in behalf of communicating news about the Model Cities Program and the forthcoming Citizens Planning Board elections September 25. Should you desire additional information, please don't hesitate to call.

Yours truly,

Bill Mack  
Citizens Participation  
Information Specialist

ccl Official Files (2) —  
CP Coord/Green  
Director/Jordan  
CP Spec/Walker  
CP Info/Author/Mack  
8-19-71  
jlk

B-22-04

August 19, 1971

Mr. Booker Pannell  
Rose City Cab  
5212 N. E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Pannell:

This letter is to confirm our request for signs on the back of two (2) Rose City Cabs for the remainder of August and to include a total of four (4) cabs for the month of September, 1971. It is our understanding that the costs for signs include sign painting and that the charge is to be \$10.48 per cab for the remainder of August, 1971, or \$20.96 for the two cabs requested. A total of four cabs for the month of September would cost Model Cities Agency a total of \$100.00 at \$25.00 per cab. The total cost to this agency will be \$120.96.

The copy for the signs is as follows:

HELP PLAN FOR TOMORROW  
VOTE SEPT. 25  
ELECT 8 MEMBERS TO  
MODEL CITIES  
CITIZENS PLANNING BOARD

cc Polling Places: Schools - Eliot, Boise, Sabin  
King, Vernon, Humboldt, Woodlawn and Irvington.

If you require further information, please don't hesitate to call.

Sincerely yours,

cc: Official Files (2) ✓  
Director/Jordan  
CP Info/Author/Mack  
CP Coord/Green  
8-19-71  
jlk

(Mrs.) Brenda J. Green  
Citizens Participation  
Coordinator

B-22-04

PORTLAND MODEL CITIES - CIVIL DEMONSTRATION AGENCY

Inter-Office Memorandum

TO: Elvin B. Roberts  
Administrative Management Coordinator

FROM: Brenda J. Green  
Citizens Participation Coordinator

SUBJECT: Printing Order

The Portland Observer has completed a printing order for eight (8) master copies of ballots for Citizens Planning Board Elections.

The billing when completed will be sent to Portland Model Cities according to Mrs. Helen Hendrix of the Observer, ~~COST~~ \$30.00

BJG

cc: Official Files (2) ✓  
CP Coord/Green  
Director/Jordan  
CP Info/author/black  
3-30-71  
jlk

X  
B-22-04a  
B-22-04a  
PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Inter-Office Memorandum

TO: Brenda J. Green  
Citizens Participation Coordinator

FROM: Lillie Walker  
Citizens Participation Specialist

DATE: October 18, 1971

SUBJECT: 1971 Citizens Planning Board Election Report

The sequence of activities, events and tasks accomplished by the Citizens Planning Board Election Committee and staff in order to provide for a fair, impartial and efficient Citizens Planning Board Election, September 25, 1971, are set forth by date as follows:

1. Letter to 1970 Citizens Planning Board Election Chairman requesting final meeting to make recommendations.

Personal contact made with members of the 1970 Election Committee to reach a consensus for a meeting date. The date for the meeting was April 15, 1971 at the Albina Branch Library.

April 15, 1971-The 1970 Election Committee Chairman and four other members met to critique the 1970 Citizens Planning Board Election and activity preceding and following the Election.

No concrete recommendations were written up at this meeting by the Committee although many ideas and suggestions were discussed. There was a general agreement that the 1970 Election Committee Chairman and Vice-Chairman would write up the formal recommendations and circulate copies to all members of the 1970 Election Committee for approval.

May 11, 1971-The 1970 Election Committee mailed in their Report to City Demonstration Agency Staff of Recommendations to the Citizens Planning Board.

The recommendations were placed on the Citizens Planning Board Agenda for approval.

June 17, 1971-Initial contact was made with Neighborhood Organization Chairmen to request that they appoint two (2) persons to form the 1971 Election Committee. Names were submitted to staff over a two week period and one Chairman requested a list of Urban Technical Assistance Program Participants from his Neighborhood Organization Area to appoint from.

July 8, 1971-A letter was received from the Woodlawn Improvement Association transmitting names of appointees.

July 13, 1971-A letter was mailed out to all appointees requesting a July 16, 1971 meeting.

July 14, 1971-A phone call was made and a letter was sent out to Mrs. Carmen Weber, League of Women Voters representative, requesting her attendance at the July 16, 1971 meeting.

July 15, 1971-Urban Technical Assistance Program list was secured from Portland Metropolitan Steering Committee and a letter with list attached was sent to the Neighborhood Organization Chairman mailing the request.

July 16, 1971-The 1971 Election Committee Organizational meeting was held and the following action took place:

1. Election of a temporary Chairman and Secretary.
2. The 1970 Election Committee Recommendations were discussed and approved separately.
3. The 1970 Filing Application was distributed for review and approval for 1971 use with necessary changes.
4. A filing deadline date of August 27, 1971 at 5:00 P.M. was set.
5. The Election date was set in accordance with Citizens Planning Board Rules and Operating Procedures as September 25, 1971, from 8:00 A.M. to 8:00 P.M.
6. A listing of tasks involved was compiled for timelabing.
7. A tentative timetable was set up based upon weekly Thursday meetings.

July 20, 1971-An oral Progress Report was made to the Citizens Planning Board by the temporary Chairman, Glen Childs. Suggestions were received by Citizens Planning Board members as follows:

1. September 10, 1971 be filing deadline date.
2. That there be a two (2) or three (3) week lapse between filing deadline date and election.
3. The thirty (30) days should lapse from opening to closing of filing.

July 22, 1971-A regular meeting of the Election Committee was held and action is as follows:

1. Citizens Planning Board Report was given by the temporary Chairman on suggestions made by the Citizens Planning Board mebers.
2. A motion was passed that the filing deadline date remain August 27, 1971, 5:00 P.M.
3. A motion was passed that the opening date for Candidates filing be July 28, 1971.
4. One photo negative for each candidate was approved for flyers.
5. A motion was made that there be five (5) sites for filing as follows:
  - A. Model Cities Office
  - B. Neighborhood Development Office #1
  - C. Neighborhood Development Office #2



D. Neighborhood Development Office #3

E. Neighborhood Development Office #4

July 27, 1971-A letter was hand delivered to Portland Development Commission requesting use of the Neighborhood Development Offices as filing sites.

July 29, 1971-Per instruction from Portland Development Commission, all Neighborhood Development Office supervisors were mailed letters advising them of the filing drop boxes.

A regular Election Committee meeting was held. The City Demonstration Agency Public/Information Specialist advised the Committee of the Kick-Off Press Conference.

The procedure for Poll Workers was discussed and revisions were made for the opening and closing of the polls.

July 30, 1971-The Kick-Off Press Conference was held in the Model Cities Conference Room #226 with Election Committee and Citizens Planning Board Chairmen, Citizens Participation Staff and other members of Election Committee. Channels six (6) and eight (8) carried coverage.

August 5, 1971-Regular Election Committee meeting. Action was as follows:

1. Approval was given for printing of draft letters of certification for candidates and letter to Model Neighborhood Agencies on Election.
2. Publicity report was given by Public/Information Specialist.
3. Permanent Officers were elected, the Chairman-Glen Childs, Secretary-Arlene Brown.
4. Reverend Percy Manuel was elected temporary Chairman for two (2) weeks.
5. Absentee Ballots were discussed and a motion was passed to void the use of absentee Ballots.
6. The first Certification of Candidates took place. Two candidates were certified.

August 12, 1971- 1. A regular Election Committee meeting was held and chaired by Reverend Percy Manuel, the temporary Chairman.

2. The second certification of candidates took place. There were five applications and all were certified. A motion was passed that all Ballots state "Vote for One Only".
3. A publicity report was given by the Public/Information Specialist which covered the following:
  - A. Fifty (50) Posters drawn up by Albina Art Center for distribution August 16, 1971.
  - B. The Portland Observer will run articles on the Election until it is over.

C. KGAR Spot Announcements will be taped. August 13, 1971 at 4:30 P.M.

D. Slides and Narrative copy will be given to Television studios. Follow-up will show deadline date for filing.

E. Local Talk Shows have been contacted.

4. An Election Committee Progress Report to the Citizens Planning Board was discussed.

August 17, 1971-A Sub-Committee meeting was held to recommend tallying procedures at the Committees next meeting.

August 18, 1971-Reverend Percy Manuel Election Committee, and Mr. Joe Nunn, Citizens Planning Board Chairman. A Press Conference was held with KPTV on the Election. The Press Conference was to be shown at 9:00 A.M. and 1:30 P.M.

Taping of the "12 In The Morning" talk show with Citizens Participation Staff and Reverend Manuel also took place. This show was televised August 23, 1971 at 10:15 A.M.

August 19, 1971-A regular meeting of the Election Committee was held. The Third Certification of candidates took place. Six (6) applicants were certified.

Other discussion for action was:

1. Ballot format was approved
2. A motion passed to move the counting spot from the Model Cities Agency Office to Cascade Center Student Union Building.
3. A motion passed to accept the Albina Womens League to assist the League of Women Voters to tally ballots on Election night.
4. A motion was passed that sixteen (16) people be recruited from each neighborhood to be poll workers.
5. A publicity report was given by the Public/Information Specialist.

August 23, 1971-At 8:00 P.M. the following persons went to KATU Studio for taping of the "Third World":

Citizens Planning Board Chairman Committee  
1971 Election Chairman  
1971 Election Committee Vice-Chairman  
Citizens Participation Staff Member

August 27, 1971-A regular Election Committee meeting was held. The Agenda items were:

1. Final Certification of candidates
2. Bring in names of Poll Workers from each neighborhood.

Fifteen (15) candidates applications were pulled due to similarities of signatures, same addresses and phone numbers. A decision was reached by the Committee to send out Registered Return Receipt Letters to the candidates in question requesting that they come to a meeting on August 31, 1971 and bring some form of identification.

August 31, 1971-Of the fifteen (15) candidates receiving letters, only five (5) persons came to the meeting to be certified. Those certified were:

- Derrick Martin - Sabin
- Orbie Scott - Boise
- Kenneth L. Warren - King
- Oliver Offeral - Sabin
- Robert Nickerson - Woodlawn

After some heated discussion from the candidates and the two (2) representatives from the Albina Womens League, Mr. Kenneth Warren asked for his application back and took it up before all persons present and stated that he was withdrawing as a candidate.

September 1, 1971-Another special meeting was called to make a decision regarding the remaining ten (10) candidates that did not appear. The Committee decided to draft up another letter to the ten (10) candidates requesting that they appear on September 8, 1971 at 6:00 P.M. The letter was to state that candidates would automatically be disqualified if they did not appear.

September 8, 1971-The purpose of this meeting was the continuing certification of candidates. Persons to appear for certification were:

- Robert Lowe - Woodlawn
- Bobby Harris - Eliot
- Eddie Lincoln - Irvington
- Dennis Mathais - Humboldt
- Bill Benton - Eliot
- Phillip R. Bryant - Vernon
- Carl Parker - Boise
- James Marshall - Vernon
- Ray Hopson - Humboldt

Only one candidate responded by phoning the Model Cities Office and stated that he wished to withdraw. He was requested to withdraw in writing. None of the candidates appeared and were automatically disqualified.

A letter of withdrawal from Merrie H. Buel was read.

September 9, 1971-The regular Election Committee meeting was held. The Chairman stated that he will be giving a report to the Citizens Planning Board about a motion concerning Model Cities outer perimeters.

Poll Workers orientation was discussed and a meeting was set for September 23 - 24, 1971.

Mr. Dick Celsi, Irvington Candidate, sent in a letter of withdrawal as candidate to the Citizens Planning Board.

September 11, 1971-Model Neighborhood Rally held with sample ballots passed out.

September 16, 1971-Due to a lack of attendance, no formal meeting was held.

September 17, 1971-A letter was mailed out to Election Committee members outlining activities for the following week.

September 20, 1971-Staff picked up donation of Election Materials from Registrar of Election Office.

A meeting was held to go over the Procedure for Poll Workers and to turn in the names of additional Poll Workers.

September 21, 1971-A report was given at the Citizens Planning Board Meeting containing three (3) recommendations from the Election Committee as follows:

1. Clarification of the Eastern Boundary lines for the Sabin Area for Candidate Certification.
2. The Committee recommends that Model Neighborhood Residents who reside on the outer perimeter of the Model Cities Area be eligible to vote.
3. After reading the Citizens Planning Board Rules and Operating Procedures, dated January 5, 1971, Article II, Section 2 (a), 6 and 7, regarding vacancies of residency, the Election Committee concluded that three are two (2). Seats vacant in both the Boise and Woodlawn areas.

Recommendations number one (1) and two (2), were denied and action on number three (3) declared two (2) seats vacant in Boise and Woodlawn.

September 22, 1971-Staff took appropriate action on revising Election Ballots, notifying additional Poll Workers of meetings for orientation of Poll Workers.

September 23, 1971-The first orientation session for Poll Workers and Watchers was held with approximately twenty (20) persons participating. The session consisted of going through the "Procedure For Poll Workers", identification requirements or vouching as a means of identification and a Dry run of entire procedure with participants role playing Poll Workers and Voters.

September 24, 1971-The second orientation session was held with approximately twenty-six (26) persons participating. The second session followed the same pattern as the first, however, through Election Committee experience from the previous night, covered the session in more detail.

After the orientation session was completed, Election Committee members and City Demonstration Agency - Citizens Participation Staff prepared Election materials for the following day.

September 25, 1971-The Time frame of activities for Election Day is as follows:  
7:15 A.M. - Election Committee members, City Demonstration Agency staff and the League of Women Voters representatives started assembling in the Model Cities Conference Room #226.

7:30 A.M. - All of the persons necessary to open Poll were present and The League of Women Voters representatives opened the Ballot Boxes, turned them upside down to have all persons present witness that they were empty, locked the boxes and the appropriate Poll Workers took the Ballots, Ballot boxes, signs, tape, Poll Books, indelible pencils and pens and miscellaneous

other supplies to open the Polls.

7:30 A.M.- Brewed Hot Coffee delivered Coffee and donuts to each of the eight (8) Polling sites.

7:50 A.M.-Poll Workers were at designated polling sites and put out "Vote Here" signs and set up Polls.

8:00 A.M. -Poll Workers swore each other in, signed the Poll Book, and opened the Polls.

The City Demonstration Agency assignment is attached.

The Citizens Participation Coordinator and Specialist checked each Polling site and observed the activities in each.

8:15 A.M.-The first call for transportation was received. The Citizens Participation Steno-Clerk and City Demonstration Agency Receptionist manned the Agency phones, coordinated transportation and served as general trouble-shooters by contacting proper personnel to carry out requests or take care of problems, throughout the Election Day- 8:00 A.M. to 8:00 P.M.

9:00 A.M. -Poll Workers changed shifts in Irvington.

10:00 A.M.-Poll Workers changed shifts in each Polling site. The 8:00 A.M. Poll Workers administered the oath to 10:00 A.M. Poll Workers. In most areas, Poll Watchers observed the Procedure..

A round of all Polls was again made by Citizens Participation Coordinator and Specialist.

The three (3) Citizens Participation Planning Assistants and one Community Organizer were assigned to two (2) Polling sites each. They went from one (1) site to another on the average of once each hour.

11:00 A.M. - Poll Workers in Irvington changed shifts.

12:00 A.M. -Poll Workers changed shifts and again the shift leaving, administered the Oath to those starting their shift. A round of each Polling site was again made by staff.

2:00 P.M.-Change of Poll Workers shift.

4:00 P.M.-Change of Poll Workers shift.

6:00 P.M. -Change of Poll Workers shift.

8:00 P.M.-Persons waiting in line to vote were allowed to vote before closing the Polls.

The last Poll Workers on duty were requested to remain until the League of Women Voters representative arrived so that they could accompany them to deliver the Ballot Boxes to Cascade College.

Staff went to Cascade College and set up Public Adress system, cordoned off tallying area and awaited the arrival of the Ballot Boxes.

8:15 P.M.-The first Ballot Box was brought in. The Albina Womens League Representatives were at the tallying site along with additional League of Women Voters representatives.

8:30 P.M.-Election Candidates, Poll Workers, Election Committee members, City Demonstration Agency staff and other interested persons assembled for the count.

8:45 P.M. -Two tables were set up for Tallying simultaneously two (2) Ballot Boxes.

A total of Seven Hundred and thirty-seven (737) Model Neighborhood residents voted in the Election for the following breakdown:

<u>Boise</u>	
James Loving	133
Carl Bowles	111
Lorenzo (Bugsy) Poe	76
Charlie Ford	31
Orbie Scott	18
Clifton David	5
Harold Phillips	<u>4</u>
Total Persons Voting	219
<u>Eliot</u>	
Wallace (Jackie) Deyampert	22
Lawrence Alberti	21
Willie Stoudamire	<u>2</u>
Total Persons Voting	45
<u>Humboldt</u>	
Robert W. Boyer	58
Thelma Carlson	16
Lorraine Tunkins	2
Wayne B. Schwebke	<u>1</u>
Total Persons Voting	77
<u>Irvington</u>	
Bessie J. Bagley	36
Debby Norman	32
Verna Shepherd	11
Donald Ray Lincoln	10

Richard J. Withycombe	7
Jerry W. Cox	4
Mel Hansen Jr.	<u>1</u>
Total Persons Voting	101

<u>King</u>	
Ella Mae Gay	50
Ray Holloway	45
Robert Lawrence	1
Robert Reynolds	1
Dorothy V. Hall	<u>1</u>
Total Persons Voting	98

<u>Sabin</u>	
Herb Simpson	48
Jeanne Franz	11
Martha E. Warren	11
Tom Wilson	9
Oliver Offeral	<u>4</u>
Total Persons Voting	83

<u>Vernon</u>	
Clara Mae Peoples	50
Emile Summers	<u>2</u>
Total Persons Voting	52

<u>Woodlawn</u>	
Walter V. Ready	32
Daryl Griffith	26
Harold Williams	17
Lucy Ellen Thomas	16
David N. Peters	13
Norma Marshall	3
Robert Nickerson	<u>2</u>
Total Persons Voting	62

The 1971 Citizens Planning Board Election received more publicity than any other in the history of the program. (see attached) The mechanics were worked out to the minutest details, and the lack of unpleasant incidents, complaints and errors would tend to bear this out, however, we have had to record the lowest turn-out of voters in the Model Cities history. We could list inclement weather as a partial reason for low turn-out; but transportation was provided, therefore Citizens Participation Staff will have to deal with apathy of Model Neighborhood Residents, and encourage more individual campaigning by candidates. Citizens Participation Staff will meet with the 1971 Election Committee in a final meeting to try and evaluate the Election and come up with positive recommendations regarding future Elections. Some staff recommendations are as follows:

1. Consolidation of Model Cities Boundaries with Neighborhood Development Program Planning Boundaries.

This Consolidation will have to be studied at length as there are five (5) Planning areas and eight (8) Model Cities areas, therefore, necessitating a different number of representatives from each area. One suggested remedy would be a common Ballot of Model Neighborhood residents at-large.

2. Registration of Model Cities Voters in May of 1972, and the issuance of Model Cities Voter Registration cards. (see attachment) Citizens Participation could recruit volunteers to go to all Model Cities area Elementary Schools and Jefferson High School and register fourteen (14) year olds or older Model Neighborhood residents. Registration booths could also be set up in local activity sites. This would provide identification for voters and stimulate activity earlier in the year.
3. Request that Citizens Planning Board delete the League of Women Voters from administration and supervision role in Citizens Planning Board Rules and Operating Procedures or at least diminish their responsibility.

Staff and Election Committee members sensed a reluctance on the part of the League representative to play a large role in the Election. Primarily the Election Committee, along with assigned City Demonstration Agency staff, carry out the responsibilities of the Election, the only exception being the counting procedure.

4. A requirement of Candidates for Election should be the solicitation of twenty-five (25) names of Model Neighborhood area residents for an interest showing. This should help to eliminate candidates receiving one or no vote on Election Day.
5. Additional Polling sites in easily accessible places, such as: Fred Meyer Shopping Center, Albertsons, Tradewell as well as all schools. Hours could be shortened and the identification should be adhered to.
6. The Brief Biographical sketch should be filled out as a requirement rather than optional. The twenty-five (25) signatures should be attached.



7. Citizens Planning Board Rules and Operating Procedures should be read carefully at the first and second Election Committee meeting and a meeting called with the Rules Committee of the Citizens Planning Board if necessary.
8. Prior to candidates being certified, they should be interviewed by the Election Committee as a means of assurance that all information contained in the application is correct.

There will perhaps be other recommendations in addition to the above that will enhance the voter participation in future elections.

LW \_\_\_\_\_

cc: Official Files (2) ~~\_\_\_\_\_~~  
Director/Jordan  
Deputy Director/Raubeson  
CP Coord./Green  
CP Spec./Author/Walker  
10-28-71  
LW/vs

B-22-04a

CITIZENS PARTICIPATION  
REPORT FORM

MEETING: 1971 Election Committee  
TIME: 7:30 P. M.  
PLACE: Model Cities Conference Room #218  
DATE: August 5, 1971  
DISCUSSION: Election Procedures  
Absentee Ballots  
Election of Permanent Officers

Action Taken:

Letter of certification accepted by committee, and signed by chairman.  
Letters to Neighborhood Organizations and Churches approved.  
The Procedure for Poll Workers of 1971 were reviewed and approved.  
Election of officers were as follows:

Glen Childs, Chairman  
Arlene Brown, Secretary  
Reverend Percy Manuel was appointed temporary Chairman for 2 weeks

It was moved, seconded and passed not to have Absentee Ballots

REPORTERS COMMENT: / Two candidates were certified. They are: James Loving, Boise,  
Clara Peoples, Vernon.

ADJOURNMENT TIME: 9:00 P. M.

CITIZENS PARTICIPATION  
REPORT FORM - Page 2

Any inter-office cooperation? Yes - Clerical

Number of personal contacts made 25

Number of flyers used none

Number of other printed material 30 - minutes, Agenda in form of cover letter,  
Procedure for Poll Workers, Letters of certification  
Letter to Churches & Organizations, Letter to Agencies.

Number of proposals on Agenda 1  
Name proposals: Procedure for Poll Workers

Number of Press releases none

Model Cities

1971 Citizens Planning Board Election Committee

Minutes

August 5, 1971

The meeting was called to order at 7:35 P.M.

Arlene Brown read the minutes of July 29, 1971. It was moved and seconded that the minutes be accepted as read. The motion carried.

Letters to the different Churches and Agencies, of the Model Cities area were passed around for review, concerning the election data. It was moved and seconded that we accept the letters as read. The motion carried.

A letter of Certification to candidates was also reviewed. It was moved and seconded that the letter be accepted to send to the applicants, after certification. The motion carried.

Mr. Bill Mack replied that a full page ad has been run in the Portland Observer Newspaper, concerning the election. He also replied that the contract for Spot Advertising, on KGAR Radio Station, has to be okayed by the City. Mr. Mack requested the Election Committee to come in and tape Spot Announcements for radio broadcasting. Also, to bring in, if possible, younger persons so their voices will be heard, to encourage the younger citizens to vote. Possible taping date is Friday - August 13, 1971. The more people announcing will show more support and encouragement.

Mrs. Lillie Walker introduced Mr. Joe Nunn, Chairman of the Citizens Planning Board, to the Election Committee.

The Procedure for Poll Workers of 1971 were reviewed. The changes were noted.

We had an election for permanent officers for the Election Committee. Nominations came from the floor as follows:

For chairman:

Mr. Fred Ehelebe - declined  
Reverend Percy Manuel - declined  
Mr. Glen Childs

For secretary:

Mrs. Arlene Brown

It was moved, seconded, and passed that nominations be closed, Mr. Glen Childs was elected chairman and Mrs. Arlene Brown was elected secretary. Reverend Manuel was appointed temporary chairmen for the next two (2) weeks, while Mr. Childs is away.

There was open discussion on Absentee Ballots.  
It was moved and seconded to skip the possibility of absentee ballots, as so few people would be using them. The motion carried.

The Election Committee did their First Certification of Candidates. So far, there were only two (2) applicants that filed.

The meeting was adjourned at 8:40 P.M.

Members in attendance were:

Hilda Moore	Vernon
Arlene Brown	Vernon
Glen Childs	Woodlawn
Naomi Rhymes	Irvington
Pauline Kinney	Irvington
Fred Ehelebe	Boise
Rev. Percy Manuel	Humboldt
Lucille Mason	Sabin
Mr. Mason	Sabin
Lillie Walker	C.D.A. Staff
Bill Mack	C.D.A. Staff

Respectfully,

Arlene Brown - secretary  
1971 Citizens Planning Board  
Election Committee

B-22-04

40-01-00

September 2, 1971

Mrs. Lillie Walker  
Model Cities Program  
5329 NE Union  
Portland, Oregon 97211

Dear Mrs. Walker:

I wish to withdraw as a candidate for the Irvington representative to the Model Cities Planning Board at this time. I understand that the incumbent, Mrs. Debbie Norman, has reconsidered and is interested in retaining her spot.

I hope that my withdrawal will be taken as support for the work that Mrs. Norman has done and should continue to do.

You can be assured that my interest in the Model Cities program will continue and that you will have my support.

Sincerely,

*Merrie H. Buel*

Merrie H. Buel

RECEIVED  
SEP 07 1971  
MODEL CITIES

B-22-04

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

CDA-81  
9/71

**Interoffice Memorandum**

**TO: Lillie Walker  
Citizens Participation Specialist**

**FROM: Brenda Green  
Citizens Participation Coordinator**

**DATE: Sept 3, 1971**

**Subject: Election Information**

Could I please get the following information from you by 3:00 today?

- 1) Criteria for certification of candidates
- 2) Statement regarding positive identification for voting on Election Day.
- 3) Election Tally as to how many of each have been certified and their names.

Thank you.

BJG BRENDA J. GREEN

**cc: Official Files (2)  
Director/Jordan  
Deputy Director/Raubeson  
CP Spec/Walker  
CP Coord/Author/Green**

gb

B-22-04a 400/00

August 25, 1971

Mrs. Hazel Hays  
Coordinator  
Citizens Participation & Community Services  
1700 S.W. Fourth Avenue  
Portland, Oregon 97201

Dear Mrs. Hays:

Thank you for your letter of August 20, 1971 regarding the agenda item "Announcement Citizens Planning Board Election September 25, 1971". We discussed and established that Model Neighborhood Residents should not be burden with contacting both our agencies when planning a neighborhood meeting.

It is the desire of City Demonstration Agency that when non-physical planning agenda items for Neighborhood Organizations are brought to your agency's attention, we appreciate every effort from your office to fulfill request, however by being informed as soon as possible this agency is able to take the appropriate action.


In the event that I am out of town and can not be reached, please feel free to contact Mrs. Lillie Walker, Citizens Participation Specialist or Mrs. Edna Robertson, Citizens Participation Planning Assistant.

I am certain that through this concerted effort we will obtain agency coordination.

Sincerely yours,

BRENDA J. GREEN

(Mrs.) Brenda J. Green  
Citizens Participation Coordinator

cc: Official Files (2)   
Director/Jordan  
CP Spec/Walker  
CP Coord/Author/Green  
8-25-71  
vs



B-22-04

September 22, 1971

Mr. L. Norman Love  
4024 N.E. 18th Avenue  
Portland, Oregon 97211


Dear Mr. Love:

On September 21, 1971, the Election Committee went before the Citizens Planning Board and requested clarification of the Eastern Boundary lines for the Sabin Area for candidates certification. The Citizens Planning Board affirmed the center of N.E. 18th Avenue as the Eastern Boundary line for candidacy criteria and also for voting purposes, therefore, it is with regret that we now inform you that you are ineligible to be a candidate for election to the Model Cities Citizens Planning Board.

We appreciate the interest that you have shown by filing as a candidate for the Board, and since it is now established that you reside outside of the Model Cities boundaries, another alternative for being seated on the Board would be through an appointment by the Mayor. You may write to the Mayor and request that he consider you when the appointments to the Board are made within two (2) weeks of the election.

Very truly yours,

Glen Childs, Chairman  
1971 Citizens Planning Board  
Election Committee

cc: Official Files (2)   
Director/Jordan  
Deputy Director/Raubeson  
CP Coord/Green  
CP Spec/Walker  
CPB Chairman/Author/Childs  
9-22-71  
GC/vs

B-22-04

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Inter-Office Memorandum

TO: Brenda J. Green  
Citizens Participation Coordinator

FROM: Lillie Walker  
Citizens Participation Specialist

DATE: September 30, 1971

SUBJECT: Model Neighborhood Rally Report

At the April 28, 1971 Citizens Participation Working Committee meeting, the Chairman of the Committee introduced an idea for a model neighborhood area-wide Rally. A motion was made, seconded and passed that a Model Neighborhood Rally be undertaken for a project for mid-August. Due to other matters coming to the attention of the Working Committee, initial planning was delayed until late July, at which time the following action took place.

1. Tentative target date for Rally set as September 11, 1971.
2. Tentative site, Alberta Park
3. Request was given to staff to draft a letter to Neighborhood Organization Chairmen, Working Committee Chairmen, Citizens Planning Board Chairman and Agencies involved in Citizens participation activities, inviting them to the first planning meeting, August 6, 1971. (letters attached).

The special meeting held August 6, 1971, was very poorly attended and the meeting was never officially called to order. The Citizens Planning Board Chairman was in attendance at the meeting.

A regular meeting of the Citizens Participation Working Committee was held August 11, 1971. The following action was taken:

1. The time of 11:00 a.m. to 6:00 p.m. was approved.
2. Specific purposes of the Rally were defined as follows:
  - a. A possible pre-election platform for all Citizens Planning Board Candidates for election.
  - b. To inform model neighborhood residents of goals and objectives of the Model Cities Program.
  - c. To acquaint model neighborhood residents with Operating Agencies for Model Cities Projects.
  - d. To increase participation in all Model Cities activities
  - e. To bring about coordination of planning activities with agencies engaged in citizens participation activities.

Page 2  
Inter-Office Memo  
To: BJG From: LW  
re: Neighborhood Rally Report

Assigned staff requested a sub-committee to work exclusively on the Rally. The Chairman of the Committee suggested that the sub-committee meeting be held at the Albina Branch Library, August 16, 1971. Five (5) Committee members volunteered to serve on the Committee.

On August 16, 1971, a tentative time frame was presented by staff to the sub-committee. Other discussion centered around an overall fun theme that would attract model neighborhood residents attention. The Working Committee Chairman requested that N.E. 19th and N.E. 22nd Avenues be closed to traffic and also Vernon School Parking lot be secured for Parking. Two (2) representatives from Police Community Relations was present at the meeting and pledged their support.

The Working Committee Chairman also increased meeting, August 18, 1971 the following action was taken:

1. Mr. Fred Flowers was requested to be Moderator for the Rally
2. The Rally Time Frame was revised.
3. Entertainment for the Rally was discussed with no conclusions
4. A request was made that the City Demonstration Agency Director and the Citizens Planning Board Chairman be present at the next meeting.

Staff action on August 18, 1971 included the mailing of a letter of request to the Mayor from the City Demonstration Agency Director regarding the requested street closure.

On August 20, 1971, after being notified by the Mayor's Model Cities Coordinator, a Petition for Street Closure was drafted up and circulated to obtain signatures of residents on N.E. 19th and N.E. 22nd Avenues permitting the barricades. Also on August 20, 1971, the attached Park Permit was received.

At the meeting of Citizens Participation Working Committee August 25, 1971, the following transpired:

1. The time frame received another revision
2. The entertainment question was resolved by the Model Cities Director
3. Mrs. Nelson, a committee member, was selected to tape for KGAR radio at 4.00 pm August 26, 1971, publicizing the Model Neighborhood Rally.
4. A motion was passed to send out letters to all Operating Agencies and Neighborhood Organization Chairmen requesting that they participate.
5. Mr. Nunn, Citizens Planning Board Chairman, confirmed his appearance at the Rally.

On August 27, 1971, the attached letter was mailed out to Neighborhood Organization Chairmen.

On August 30, 1971 the attached letter was mailed out to Operating Agencies.

On September 1, 1971, the following was accomplished at the Working Committee meeting:

1. The time frame was finalized
2. The following entertainment was suggested:
  - a. Two (2) Gospel Singing Groups
  - b. Lincoln High School Drill Team
  - c. Miss Gail Strong - Female Vocalist
  - d. The Heavies - Instrumental Rock Group
3. Staff reported that a local caterers had agreed to prepare refreshments.

On September 2, 1971, the Portland City Council passed the attached Ordinance authorizing the use of barricades on N.E. 19th and N.E. 22nd Avenue.

A Model Neighborhood Rally Report was included in the Citizens Planning Board package for the September 7, 1971 meeting. This Report included an invitation to all Board members to attend the Rally.

Rally plans were in the finalization stage by the September 8, 1971 meeting. Final preparations included the printing of a Model Neighborhood Rally program and a general review of tasks accomplished for the Rally.

On September 10, 1971, a Citizens Participation Working Committee member went to Alberta Park to see the lay-out and discovered that seating and the Platform for the Program had been placed in the wrong section of the Park and immediately in front of seventeen (17) cans of garbage. The lay-out was discussed at the time staff requested the permit. Citizens Participation staff drove over to the park and verified this information and proceeded to make arrangements for the seating and platform to be located in the correct section of the Park.

By 10:00 am Saturday, September 11, 1971, the platform and seating arrangements had been placed as originally requested. Cooperation from the Mayor's office and the Park Bureau formulated this action. Staff will make all descriptions in writing, to the city, when permits are requested henceforth.

The Program was late getting started due to the late arrival of Board members and candidates.

In spite of inclement weather in the a.m. approximately 250-300 persons attended the Rally throughout the day including Portland City Commissioner, Neil Goldschmidt.

Seven (7) Operating Agencies set up Display tables. One of the major attractions of the Rally was a log and pipe constructed climbing apparatus for children, imported from Tacoma, Washington. Vernon residents made an appeal for the equipment to remain and it was purchased and permanently erected by Portland Development Commission

The Rally was orderly, participants were amicable. The Park grounds were left clean through efforts of Citizens Planning Board members spontaneous reaction to conduct a clean-up campaign.

The Rally was generally considered a success.

cc: Director/Jordan  
DD/A/Raubeson  
Official files (2)

LW

DATE: September 7, 1971  
TO: Citizens Planning Board  
FROM: Citizens Participation Working Committee  
SUBJECT: Progress Report - Model Neighborhood Rally

RALLY DATE: Saturday, September 11, 1971

TIME: 11:00 A.M. to 6:00 P.M.

LOCATION: Alberta Park  
N.E. 19th and Killingsworth

PURPOSE: To stimulate interest in the Citizens Planning Board Election, September 25, 1971.

To provide a pre-election platform for all candidates for election.

To inform model neighborhood residents of the goals and objectives.

To publicize agencies operating Model Cities Projects in order that residents may become acquainted with services offered.

TASKS ACCOMPLISHED TO DATE ARE:

Park Permit secured along with necessary equipment such as seating, kitchen facilities, electrical outlets and platform for speakers and entertainment.

Permit for use of the Vernon School Parking Lot secured.

Petition for Street Closure was circulated on N.E. 19th and N.E. 22nd Avenues adjacent to the park. Necessary signatures were obtained and an ordinance will be introduced to City Council on September 2, 1971.

A cateress has been contacted for preparing and serving of refreshments and an agreement has been reached.

Neighborhood Organization Chairmen and all Operating Agencies have been contacted and requested to have personnel available to answer questions and prepare a display with materials to hand out.

Tentative arrangements have been made for one hour of entertainment, but final plans are not firm at this time.

All activities have been scheduled into a time frame, which is attached.

Posters have been designed and will be placed in centers of model neighborhood activity.

Some television and radio coverage has been secured.

A letter will be drafted to all certified candidates informing them of the Rally and inviting them to attend and present their platform.

A request is hereby made that all Citizens Planning Board members be present during the morning session of the Rally, and an invitation will be mailed out.

# portland model cities

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

August 2, 1971

*Mr.*

Dear

The Citizens Participation Working Committee, in carrying out one of the key activities of our funded Second Action Year Project, is planning a Model Neighborhood Rally. Our target date for the Rally is, Saturday, September 11, 1971.

The Committee would like all agencies engaged in citizens participation activities to be involved in the planning of this Rally. With your participation, communication would be better to really bring about changes in the lives of all model neighborhood residents.

Our first planning meeting will be held, Friday, August 6, 1971 - 7:30 P. M. in the Model Cities Conference Room #226, 5329 N. E. Union Avenue.

We are requesting that you, or a representative from you agency be present at this meeting.

Please call Mrs. Lillie Walker, Model Cities Agency - 288-8261, if there are any questions on this meeting.

Let's help keep it moving!

Very truly yours,

*Regina S. Flowers*

(Mrs.) Regina Flowers, Chairman  
Citizens Participation Working Committee

cc: Josiah Nunn

**CITIZENS PARTICIPATION  
WORKING COMMITTEE**

August 3, 1971

Mr. Joe Nunn, Chairman  
Citizen Planning Board  
6133 N.E. 8th Ave.  
Portland, Oregon 97211

Dear Mr. Nunn:

The Citizens Participation Working Committee is in the process of carrying out one of the key activities of our funded Second Action Year Project, a Model Neighborhood Rally. The proposed target date for the Rally is Saturday, September 11, 1971.

Mr. Nunn, the Committee wants input from the Citizens Planning Board in the planning, as well as support for the Rally. We are asking that you or a representative from the Board be present at our planning meeting, Friday, August 6, 1971 - 7:30 P.M. in the Model Cities Conference room #226.

The Committee felt that all Agencies in the Model neighborhood engaged in Citizens Participation activities should also be involved and letters requesting a representative from these agencies will be mailed out immediately. Copies of the letters are attached.

I am hoping to see you or a representative Friday night. Feel free to call me at any time if there are any questions.

Let's help keep it moving!

Very truly yours,

Regina Flowers



# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-8261

August 8, 1971

Mr. Dale Christensen, Superintendent  
Portland Bureau of Parks and Public Recreation  
1107 S.W. 4th Avenue  
Portland, Oregon 97204

Dear Mr. Christensen:

The Citizens Participation Working Committee, of the Portland Model Cities Citizens Planning Board, is planning a Model Neighborhood Rally. The purpose of this Rally is to 1) stimulate interest in the upcoming Citizens Planning Board Election, Sept. 25, 1971, 2) to provide a pre-election platform for all candidates for election, 3) to inform residents and guests of the goals and objectives of the Model Cities Program, 4) to publicize Operating Agencies for Model Cities Projects so that residents may take advantage of services available.

The Committee would like to secure a permit for the use of Alberta Park on Saturday, September 11, 1971, from 11:00 A.M. to 6:00 P.M.

We are anticipating an audience of 300 to 500 persons. The equipment we will need is as follows:

1. Benches for seating
2. Platform for Speakers and Entertainment
3. Sound equipment
4. Kitchen facilities
5. Booths

All activity will be structured into a time frame as the Rally plans firm up.

I have filled out a permit and am attaching it to this letter. Should you have any questions, please call me at the Model Cities Agency - 288-8261 extension 37, as obtaining this permit is of prime importance.

Very truly yours,



Lillie Walker  
Citizens Participation Specialist

APPLICATION FOR PARK PERMIT

Name of Applicant Model Cities Agency - Age NA

Address of Applicant 5329 N.E. Union Avenue

Portland, Oregon 97212

Telephone of Applicant 288-8261

Name of Park Alberta

Specific area to be used all

Time 11:00 A.M. --- 6:00 P.M.

Date 9/11/71

Purpose Model Neighborhood Rally

Organization Involved Model Cities Citizens Participation Working Committee

Music Yes

Sound Equipment Yes

Is Fund Raising Involved No

If So For What Purpose Pre-Election Platform, etc. (see letter)

Will Any Merchandise be Sold No

If so Describe \_\_\_\_\_

Other Method \_\_\_\_\_

Will Food Be Served, or Beverages Yes If So By Whom Citizens Participation Working Committee

How Many People Are Expected 300-500

Will Applicant Be On Site Yes

If Not, Person In Charge \_\_\_\_\_

Address \_\_\_\_\_

Previous Permits Issued To Applicant Yes

Dates August-1968

Purposes Citizens Planning Board Rally

1. Please complete.
2. This information is needed to issue a park permit for use of a city park.
3. Copies of this information will be attached to duplicate copies of the permit.



CITY OF PORTLAND, OREGON  
BUREAU OF PARKS AND PUBLIC RECREATION

CITY HALL ANNEX  
1107 S.W. FOURTH AVE.

FRANCIS J. IVANCIE, COMMISSIONER  
DALE R. CHRISTIANSEN, SUPERINTENDENT

August 19, 1971

Ms. Lillie Walker  
City Demonstration Agency  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Ms. Walker:

Permit is hereby granted to the Model Cities Citizens Participation Working Committee to use Alberta Park on September 11, 1971, from 11:00 a.m. to 6:00 p.m. for a Model Neighborhood Rally for an audience of 300 to 500 persons.

Electricity will be provided for your sound equipment for a musical program and speakers. Please help us maintain good relations with the neighbors by keeping the amplified instruments at a low volume.

The City of Portland is proud of its fine parks and is pleased to have them used by our citizens. However, your cooperation is needed to keep the park clean and useable for others. Section 20.08.040 of the City Code states that any person to whom a permit shall be issued shall be liable for any loss, damage, or injury sustained by any person whatever by reason of negligence of the person to whom such permit shall be issued.

While using the park, this permit should be in your possession.  
(City Code 20.08.030)

Failure to abide by any section of the City Code, including those regarding disturbance of peace can cause revocation of this permit.

Very truly yours,

*Dale R. Christiansen*  
Superintendent of Parks

DRC:k  
CC: Hall, Stockman, Jones, Precinct

APPROVED

*Francis J. Ivancie*  
Commissioner Public Affairs

RECEIVED

AUG 23 1971

MODEL CITIES



CITY OF PORTLAND, OREGON  
BUREAU OF PARKS AND PUBLIC RECREATION

CITY HALL ANNEX  
1107 S.W. FOURTH AVE.

FRANCIS J. IVANCIE, COMMISSIONER  
DALE R. CHRISTIANSEN, SUPERINTENDENT

August 19, 1971

Ms. Lillie Walker  
City Demonstration Agency  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Ms. Walker:

Attached is your permit for use of Alberta Park  
on September 11, 1971, from 11:00 a.m. to 6:00 p.m.  
as you requested.

We will be able to supply benches or bleachers,  
a 20 X 24 platform and kitchen facilities as they exist  
in the park. Electrical outlets of limited power will  
also be available.

You should contact Roland Hall at 774-3294 concerning  
the details of your needs for the above equipment and  
facilities.

*Called  
OK.*

Very truly yours,

Dale R. Christiansen  
Superintendent of Parks

By *Robert G. Gustafson*  
Assistant Superintendent

RGG:k  
CC: Hall

RECEIVED  
AUG 23 1971  
MODEL CITIES

*ld*

PETITION FOR STREET CLOSURE

We understand that the Model Cities Agency is to conduct a Model Neighborhood Rally, Saturday, September 11, 1971 between the hours of 10:30 A.M. and 6:30 P.M., and that they wish to have barricades placed on N.E. 19th and 22nd Avenue at the Killingsworth and Ainsworth Street exits of Alberta Park as a safety measure for participants, and we have no objection to this being done.

Signed:

<u>Name</u>	<u>Address</u>
Mr. A. S. Gusterson	5937 7th
David Young	5937 N.E. 19th
Miss E. J. ...	5937 N.E. 19
Kimberly Williams	5815 N.E. 19
Miss Julie B. ...	3805 N.E. 19th
Mr. H. Y. ...	5733 N.E. 10th
Mr. J. ...	N.E. 10th
Tim ...	5815 N.E. 19th
...	5125 N.E. 10th
...	5517 N.E. 10th
...	5307 N.E. 15th
...	5620 N.E. 22
...	5714 N.E. 22
...	5736 N.E. 22
...	5854 N.E. 22nd
...	5914 N.E. 22
...	5847 N.E. 22
...	5990 N.E. 99
...	5925 N.E. 22nd
...	5934 N.E. 22nd Ave.
...	5525 N.E. 22
...	5610 N.E. 22
...	5824 N.E. 22nd
...	5710 N.E. 22

September 8, 1971

Dear Candidate:

A Model Neighborhood Rally will be held in Alberta Park on Saturday, September 11, 1971, from 11:00 A.M. to 6:00 P.M.

One of the purposes of this Rally is to introduce the candidates for Election to the Citizens Planning Board to Model Neighborhood residents.

The Citizens Participation Working Committee requests your presence at the Rally. You will be introduced from 12:00 P.M. to 1:00 P.M. At that time you may wish to present your platform to area residents. Since there are many candidates we have limited each candidate time to 3-5 minutes.

If you are unable to attend, please contact the Model Cities Agency at 288-8261.

Very truly yours,

*Regina Flowers*

(Mrs.) Regina Flowers, Chairman  
Citizens Participation Working  
Committee

*1/30/71*

# portland model cities

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

August 2, 1971

Dear Working Committee and Neighborhood Organization Chairmen:

The Citizens Participation Working Committee, in carrying out one of the Key activities of the funded Second Action Year Project, is proposing a Model Neighborhood Rally.

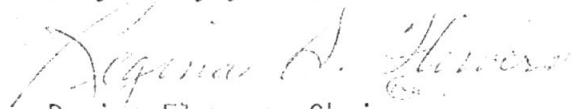
In order to really get the citizens informed of factors that are, and will be affecting their lives, coordination and cooperation is a must.

We are requesting that you or a representative be present at our first planning meeting, Friday, August 6, 1971, 7:30 P.M. in the Model Cities Conference Room #226.

If there are any questions, please call Mrs. Lillie Walker at Model Cities, 288-8261 extension #37.

Let's help keep it moving!

Very truly yours,



Regina Flowers, Chairman  
Citizens Participation Working Committee

**CITIZENS PARTICIPATION  
WORKING COMMITTEE**

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-8261

August 30, 1971

TO ALL OPERATING AGENCIES:

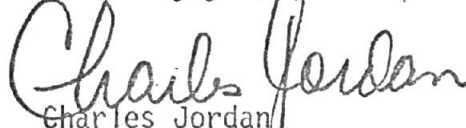
The Citizens Participation Working Committee is planning a "Model Neighborhood Rally" in Alberta Park on September 11, 1971 from 11:00 a.m. to 6:00 p.m. Some of the purposes of the Rally are:

1. To stimulate interest in the Citizens Planning Board Election, September 25, 1971.
2. Provide a pre-election platform for all candidates for election.
3. To inform Model neighborhood residents of the goals and objectives of the Model Cities Program.
4. To publicize agencies operating Model Cities projects in order that residents may become acquainted with services offered.

City Demonstration Agency would like to have each Operating Agency participate and have some type of display and materials to hand out to participants at the Rally. A staff person from your agency should be available to answer questions regarding your project activity.

Please respond to the Citizens Participation Department by Friday, September 3, 1971, if you plan to participate.

Sincerely yours,

  
Charles Jordan  
Director



# portland model cities

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

August 27, 1971

Dear Neighborhood Organization Chairmen:

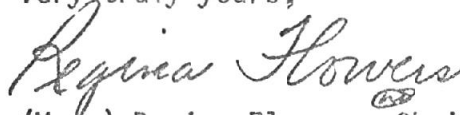
The Citizens Participation Working Committee is planning a "Model Neighborhood Rally" to be held in Alberta Park on September 11, 1971 from 11:00 A. M. to 6:00 P. M.

Letters were mailed out to each Neighborhood Organization Chairman on August 2, 1971, requesting that they appoint a representative to assist in the planning of the Rally. We are now requesting that each of you commit your organization to participate in the Rally.

One suggestion would be that each organization set up a booth, or a small area of the park, for displays or other materials depicting the interest of the neighborhood.

I would appreciate hearing from you, if at all possible, by Wednesday, September 1, 1971.

Very truly yours,



(Mrs.) Regina Flowers, Chairman  
Citizens Participation Working Committee

**CITIZENS PARTICIPATION  
WORKING COMMITTEE**

# portland model cities

CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-8261

August 18, 1971

Honorable Terry D. Shrunck  
City Hall  
Portland, Oregon 97204

On Saturday, September 11, 1971 between the hour of 10:30 A.M. to 6:30 P.M. the Citizens Participation Working Committee is planning a Model Neighborhood Rally. The purposes of the Rally are:

1. Stimulate interest in the Citizens Planning Board Election, September 25, 1971.
2. Provide a pre-election platform for all candidates.
3. To inform Model Neighborhood residents of the goals and objectives of the Model Cities Program.
4. Publicize agencies operating Model Cities Projects in order that residents may take advantage of services available.

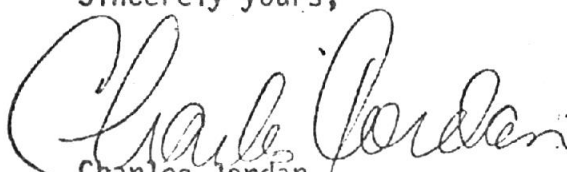
We anticipate approximately 300 to 500 persons. The Police Community Relations Unit has been involved in all of the planning and will monitor plan implementation.

The Committee has filed a permit for use of Alberta Park for this event. The Citizens Participation Working Committee is now requesting of your office assistance in having barricades placed on N.E. 19th and 22nd avenue, Streets at the Killingsworth and Ainsworth exits of Alberta Park during hours of 10:30 A.M. to 6:30 P.M.

I feel that this would be an extra precaution against heavy traffic and protection for participants involved in the day's activity.

I would appreciate your assistance and response in this matter as I feel the entire Model Neighborhood will benefit from the success of this rally.

Sincerely yours,



Charles Jordan  
Director

ORDINANCE No. 133285

An Ordinance authorizing the City Engineer to close N. E. 19th and 22nd Avenues between Ainsworth and Killingsworth between 10:30 AM and 6:30 PM, September 11, 1971 to facilitate Model Cities holding a neighborhood rally and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that Model Cities, 5329 N. E. Union Avenue, 97211, have, through Charles Jordan, Director, requested permission to close N. E. 19th and 22nd Avenues between Ainsworth and Killingsworth Streets, 10:30 AM to 6:30 PM, September 11, 1971 to facilitate holding a Model Neighborhood Rally in the adjacent Alberta Park; that under certain conditions the closing of said streets at those times will not be detrimental to the public interest; therefore, the City Engineer hereby is authorized to place barricades and close the above mentioned streets between the hours of 10:30 AM and 6:30 PM, September 11, 1971 subject to the following conditions:

(a) The Department of Public Works shall place the necessary barricades for said closure and the Model Cities shall assume responsibility for maintaining their location and shall protect the Department of Public Works, its officers, agents and employees, free and harmless from any claims for damages to persons or property, including legal fees and costs of defending any actions or suits thereon which may be occasioned by the use of the street area or any action resulting from said street closures.

Section 2. This Ordinance shall not become effective until Model Cities shall have filed with the City Auditor documents satisfactory to the City Attorney accepting the terms and conditions hereof.

Section 3. Inasmuch as this Ordinance is necessary for the immediate preservation of the public health, peace and safety, the City of Portland in this: In order that the privilege granted herein may be enjoyed without undue delay, therefore, an emergency is hereby declared to exist and this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, SEP 2 1971

RECEIVED

SEP 07 1971

MODEL CITIES

Lloyd E. Anderson, Commissioner

JK:vo  
8/26/71

Attest:

Mayor of the City of Portland

Auditor of the City of Portland

B-22-04

July 27, 1971

Mrs. Hazel Hays  
Community Services Coordinator  
Portland Development Commission  
1700 S.W. Fourth Avenue  
Portland, Oregon 97201

Dear Mrs. Hays:

*1972-78*

The Model Cities 1971 Election Committee has requested that the Filing Applications for the Model Cities Citizen Planning Board be assessable to Model Neighborhood residents by the Applications being located in the four Neighborhood Development Offices.

*MCE*

To facilitate this request my staff will coordinate all activity with the Neighborhood Development Office Supervisors after your approval. This will make filing applications conveniently located for residents.

*Aug 3, 1972 - 12:00 PM*

The Election Filing Application dates are from July 28, 1971, to August 27, 1971.

Attached is a copy of the Minutes from the last Election Committee Meeting where the Motion was passed stating that the offices should be used.

Offices being requested for use are:

- NDO #1 5630 N.E. Union
- NDO #2 1530 N.E. Fremont
- NDO #3 10 N.E. Graham
- NDO #4 3726 North Kerby

Please respond as soon as possible so that the Election Committee can be informed.

Sincerely yours,

(Mrs.) Brenda J. Green

cc: Glen Child  
Joe Nunn

Director/Jordan  
Lilly Walker  
Official Files (2)

Attachments

*Starline for hearing related*

MODEL CITIES  
1971 CITIZENS PLANNING BOARD ELECTION COMMITTEE

Minutes

July 22, 1971

The meeting was called to order at 7:40 P.M. by the temporary chairman, Mr. Glen Childs.

The minutes of July 16, 1971 were read by Mrs. Arlene Brown. Mrs. Moore moved that the minutes be accepted as read. Mrs. Williams seconded and the motion carried.

Mr. Glen Childs gave his report of the Citizens Planning Board meeting of July 20, 1971, which concerned our deadline date for filing. He replied that the C.P.B. took no action on our proposed filing deadline date. He also replied that some of the members of C.P.B. had suggestions to bring back to the Election Committee, which are as follows:

1. That September 10, 1971 be the deadline date.
2. That two (2) or three (3) weeks lapse between filing and election.
3. That thirty (30) days should lapse from opening to closing of filing.

There was considerable discussion following Mr. Childs report. It was moved, seconded and passed that the filing deadline date remain August 27, 1971 at 5:00 P.M.

The opening date for filing was discussed. It was moved, seconded and passed that the opening filing date be July 28, 1971.

Mrs. Lillie Walker introduced Mr. Bill Mack, Public Information Specialist.

Publicity:

Mr. Bill Mack made suggestions on what type of publicity we should use. They are as follows:

1. Timetable of informative dates be distributed to the citizens of the Model Cities area.
2. Picture page of candidates to be put into the Portland Observer, Clarion Defender, and the Press Newspapers.
3. Have booths in the neighborhoods.
4. Spot advertising on Radio Stations.
5. Neighborhood Sound Truck
6. Television - newsworthy things to cover. If a candidate has an issue, T.V. is the best way to get it across.

Considerable discussion followed.

Mrs. Walker suggested that maybe we, as a committee, ask Mr. Joe Nunn, Chairman of the C.P.B., and Mr. Jordan, Director of C.D.A. to be present, along with our chairman and members, for our first news conference. It will show a lot more support.

Additional data was added to the timetable as follows:

- |                 |  |
|-----------------|--|
| July 28, 1971   | 1. Kick-off Press Conference<br>2. Opening date for filing<br>3. Distribute Election Timetable<br>4. Letters to:<br>a. neighborhood organizations<br>b. model neighborhood Church; Organizations<br>c. model neighborhood Agencies<br>d. working committee |
| July 29, 1971   | Work on procedure  |
| August 5, 1971  | 1. Work on procedure<br>2. Absentee ballots<br>3. First Certification  |
| August 12, 1971 | Second Certification   |
| August 19, 1971 | Printing of Top portion of ballot  |
| August 27, 1971 | 1. Filing deadline at 5:00 P.M.<br>2. Final Certification<br>3. Press Conference   |

It was suggested that we mail the timetable to all persons on the Model Cities mailing list, to make sure all the people will get the information.

It was suggested that Mr. Childs call Mr. Joe Nunn for polling of the Executive Committee of C.P.B. with the list of recommendations.

Discussion was made of Candidates photos for press releases. It was moved, seconded and passed that we will furnish, upon request, one (1) negative for every candidate. They may also submit their own. Any additional cost will be at the candidates own expense. The motion carried.

There was considerable discussion of the Final Certification. It was moved, seconded, and passed that five (5) sites will be made available for filing application drop boxes. These sites will be at:

1. N.D.O. Office #1 - 5630 N.E. Union
2. N.D.O. Office #2 - 3605 N.E. 15th
3. Model Cities Office - 5329 N.E. Union
4. Eliot site Office - 10 N.E. Grand Ave.
5. Boise - Humboldt Site - 3726 N. Kerby

The motion carried.

At 5:00 P.M. sharp, on August 27, 1971, the boxes from each site will be promptly picked up for Final Certification.

There was considerable discussion on the "Candidates Fair". Persons, from this committee, (Election Committee) will present to their own neighborhood organizations the information to help push the "Candidates Fair". We will work together with the organizations.

It was requested that Mr. Childs maintain telephone contact with Mrs. Flowers, chairman of Citizens Participation Working Committee, about a date for the Model Cities Rally.

Letters to the Neighborhood Associations was discussed. It was agreed that an informative flyer of important dates and facts accompany the letter, which will be sent.

The letter of 1970 to the Neighborhood Associations and the letter of Certification, of 1970, were passed around for review.

Mrs. Walker commented that she will try and get as many members, as possible, to attend our next meeting. We must have a quorum of nine (9) to elect permanent officers for our Election Committee.

The meeting was adjourned at 9:55 P.M.

Respectively,

Arlene Brown

**Filing Application**  
**For Election To The Citizens' Planning Board**  
**Of The Model Cities Program**

I hereby file as a candidate for Citizens Planning Board Representative from the Model Cities Area designated below.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

MODEL CITIES AREA \_\_\_\_\_

- . I am a resident of the above Model Cities Area
- . I am at least 18 years of age
- . I understand that this is a non-salaried, time consuming position

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

- . You may obtain applications and file at the following places:

1 - Model Cities Office  
5329 N. E. Union

4 - NDO #3  
10 N. E. Graham

2 - NDO #1  
5630 N. E. Union

5 - NDO #4  
3726 North Kerby

3 - NDO #2  
1530 N. E. Fremont

Deadline date for filing is August 27, 1971 - 5:00 P. M.

FOR OFFICE USE

Date Received \_\_\_\_\_

Post Mark Date \_\_\_\_\_



BRIEF BIOGRAPHICAL SKETCH  
(OPTIONAL)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Occupation \_\_\_\_\_

Birth date: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Spouse's name \_\_\_\_\_ No. of Dependents: \_\_\_\_\_

If you wish, you may make a brief statement about what you want to see Model Cities Program do for our community.  
(100 words or less)