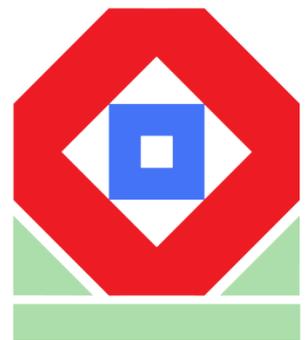


**Ensuring Accountability,  
Inspiring Trust.**



**Portland  
City Auditor**



# **Council Onboarding**

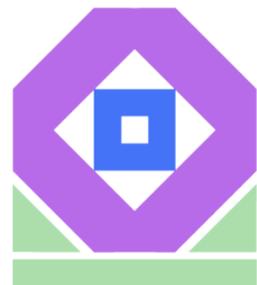
## **Council Procedures**

**Keelan McClymont, Council Clerk**  
**December 16, 2024**



**Portland  
City Auditor**  
Council Clerk

# Council Meetings, Part I



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Council Clerk

# Meetings of Full Council

Regular Council meetings	Recessed Council meetings (as needed)
1 <sup>st</sup> Wednesday at 9:30 a.m.	1 <sup>st</sup> Wednesday at 2:00 p.m.  1 <sup>st</sup> Thursday at 2:00 p.m.
3 <sup>rd</sup> Wednesday at 6:00 p.m.	3 <sup>rd</sup> Thursday at 2:00 p.m.
<b>Quorum = 7 Councilors</b>	



# Quorum

Regular meetings, work sessions, and executive sessions = 7 Councilors

Committee meetings = a majority of committee members



# Absences and virtual participation

[Council Absence Notice Form](#)

[Virtual Council Participation Form](#)

**In this agenda**

- Thursday, January 2, 2025 9:30 am

**Thursday, January 2, 2025 9:30 am** [Expand all](#)

^ Agenda Updates

*Last updated December 27, 2024 at 9:00 a.m.*

Scheduled absences	President NAME and Councilor NAME. Vice President NAME will preside in the President's absence
Virtual participation	Councilors NAME, NAME and NAME
President and Vice President Election	Council will nominate and vote to elect a President and Vice President

v Verbal and Written Testimony Information

Home / Council Clerk

## Council Absences

[Upcoming Absences](#) [Previous Absences](#)

Council Member	Absence Purpose	Start Date	End Date	Full/Partial Day	Start Time	End Time
Comm. Carmen Rubio	City Business	12/04/2024	12/04/2024	Partial day	9:30 am	10:30 am
Comm. Carmen Rubio	Personal	12/23/2024	12/27/2024	Full day		
Comm. Mingus Mapps	Personal	12/23/2024	12/27/2024	Full day		
Mayor Ted Wheeler	Personal	12/24/2024	12/28/2024	Full day		
Comm. Dan Ryan	Personal	12/21/2024	01/01/2025	Full day		

# Additional Types of Council Meetings

<p><b>Work sessions</b></p> <ul style="list-style-type: none"><li>➤ Quorum = 7 Councilors</li></ul>	<p><b>Executive sessions</b></p> <p>Quorum = 7 Councilors</p>
<p><b>Committee meetings</b></p> <ul style="list-style-type: none"><li>➤ Quorum is a majority of committee members</li></ul>	<p><b>Special meetings</b></p> <p><b>Emergency meetings</b></p> <p>Quorum = 7 Councilors</p>

# Public Meetings

- Open to the public with electronic option for attendance (hybrid meetings)
- Notice of time and place of meetings, including subject(s) to be considered (agenda)
- Meetings are accessible
- Notice must be posted at least 24 hours before each meeting
- Minutes

“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of [the Public Meetings Law] that decisions of governing bodies be arrived at openly.”

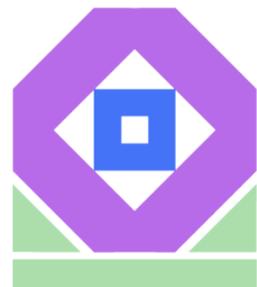
*Oregon Revised Statute 192.620*

[Attorney General's Public Records and Meetings Manual 2019 – Public Meetings](#)



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City Auditor**  
Council Clerk

# Council Meeting Agenda



**Portland  
City Auditor**  
Council Clerk

# E-Council – Agenda Management System

- [Council Voting Record](#)
- [Neighborhoods](#)
- [Confirmed Agenda Items webpage](#)
- Coming soon! Committee webpages



# E-Council – Submitting Agenda Items

**Councilor** – Councilor's Senior Aide

**Committee** – Chair or Vice Chair of the committee, Senior Aides for Chair or Vice Chair, Council Policy Analyst

**Mayor** – Mayor's Senior Aide, City Administrator, Deputy City Administrator, Assistant City Administrator

**Auditor** – Chief Deputy City Auditor, Auditor's General Counsel, Audit Services Director

An elected official or committee may designate another position to file agenda documents by submitting a written designation to the Council Clerk.

[Council Procedures and Drafting Manual – Filing Requirements for Agenda Items](#)



**Portland  
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Council Clerk

# Filing Deadline

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**Tuesday at noon the week before the meeting**

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## Code Amendment Deadline

- Two weeks before requested Council meeting date
- [How to Amend City Code employee webpage](#)
- [Code Format and Style Guide](#)

# Verbal and Written Testimony

## ^ Verbal and Written Testimony Information

**Verbal Testimony:** City Council welcomes public testimony. Members of the public must sign up in advance to comment on an agenda item during the meeting by completing the "testify on this item" link below or by calling 311 ([learn more about testifying on agenda items](#)). [Request interpretation or an accommodation online](#) or call 503-823-4000 (please make your request at least 5 days in advance of the meeting). To address Council about a topic of your choosing, [request a communication spot](#) for an upcoming Council (same-day registration is not available, the deadline to request a communication is Tuesday at noon for the following week's meeting).

Registration for virtual testimony closes one hour prior to the Council meeting. Testifiers must sign up before the agenda item is heard.

[View testimony order](#)

**Written Testimony:** Click the agenda item title to submit written testimony for ordinances, resolutions, and reports. Written testimony will be distributed to members of Council and added to the public record if received before Council votes unless otherwise stated during the meeting or on the agenda.

[View written testimony](#)

1052

[Amend the Portland Clean Energy Community Benefits Fund Climate Investment Plan \(Ordinance\)](#)

Introduced by: Mayor Ted Wheeler

City department: Planning and Sustainability (BPS); Portland Clean Energy Community Benefits Fund (PCEF)

Time requested: 30 minutes

[Testify on this item](#) ←

## Amend the Portland Clean Energy Community Benefits Fund Climate Investment Plan

Ordinance

The City of Portland ordains.

→ [Submit written testimony](#)

[Council Agenda Public Testimony Order](#)

[Written Testimony for Agenda Items webpage](#)

# Agenda Item Documents

Type	Minimum votes required
Ordinance <ul style="list-style-type: none"> <li>• Emergency</li> <li>• Non-emergency</li> </ul>	Nine affirmative votes Seven affirmative votes
Resolution	Seven affirmative votes
Report	Seven affirmative votes
<b>Impact Statement</b> – required for ordinances, resolutions and reports	

[Council Procedures and Drafting Manual](#)



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Council Clerk

# Voting Order

**Handout: 2025 Council Voting Order**

2025 Council Voting Order			
Q1: January – March	Q2: April – June	Q3: July – September	Q4: October – December
<i>District 1</i> Avalos Dunphy Smith	<i>District 2</i> Kanal Pirtle-Guiney Ryan	<i>District 3</i> Koyama Lane Morillo Novick	<i>District 4</i> Clark Green Zimmerman
<i>District 2</i> Kanal Pirtle-Guiney Ryan	<i>District 3</i> Koyama Lane Morillo Novick	<i>District 4</i> Clark Green Zimmerman	<i>District 1</i> Avalos Dunphy Smith
<i>District 3</i> Koyama Lane Morillo Novick	<i>District 4</i> Clark Green Zimmerman	<i>District 1</i> Avalos Dunphy Smith	<i>District 2</i> Kanal Pirtle-Guiney Ryan
<i>District 4</i> Clark Green Zimmerman	<i>District 1</i> Avalos Dunphy Smith	<i>District 2</i> Kanal Pirtle-Guiney Ryan	<i>District 3</i> Koyama Lane Morillo Novick
Presiding Officer	Presiding Officer	Presiding Officer	Presiding Officer

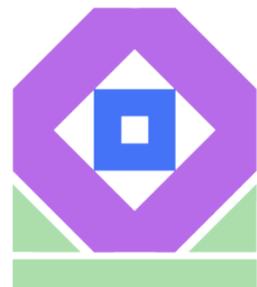
# Agenda: Order of Business

1. Agenda Approval
  2. President's Recommendations
  3. Public Communications to Council
  4. Time Certain
  5. Consent Agenda
  6. Regular Agenda
- [Nine-twelfths agenda]
- [Suspension of rules]

***Handout: Example Council Agenda***



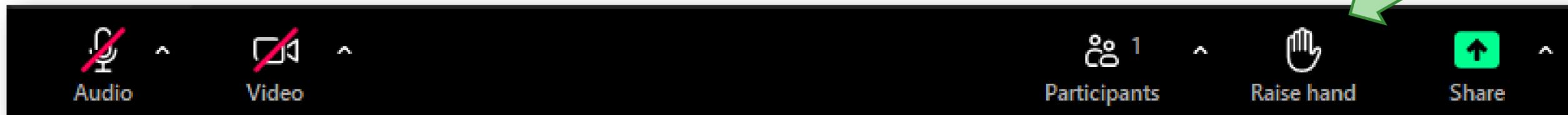
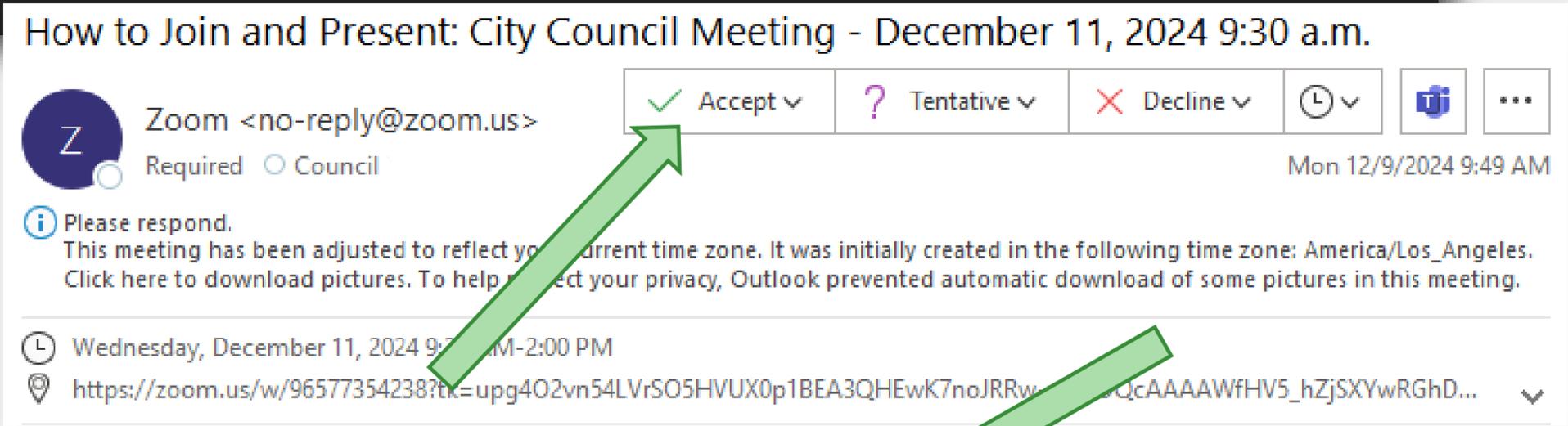
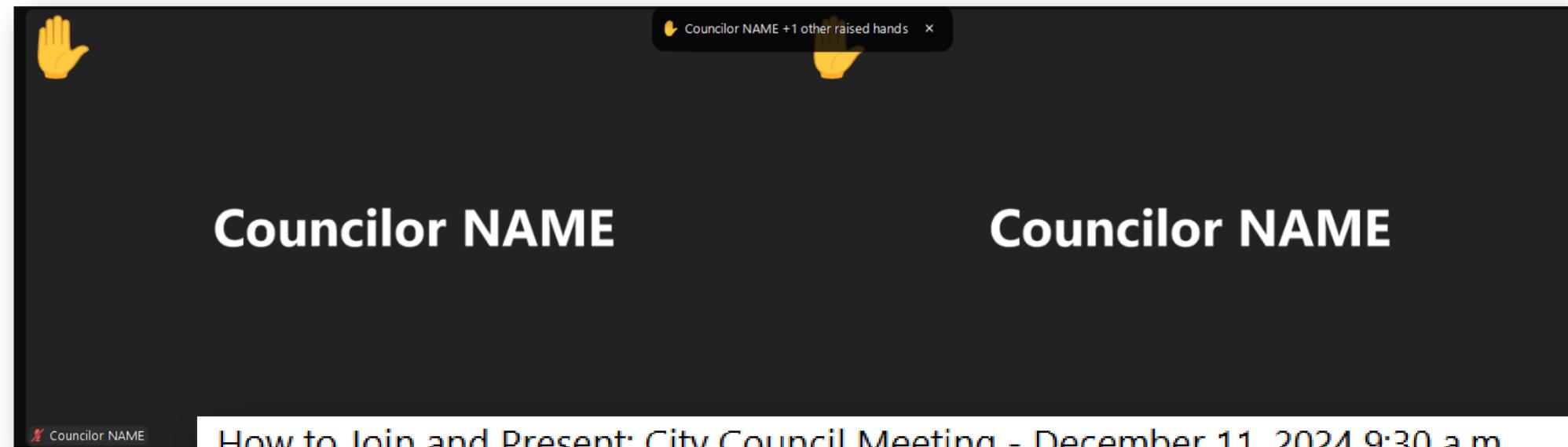
# Council Meetings, Part II



**Portland  
City Auditor**  
Council Clerk

# Using Zoom

- Meeting invitations
- Raising your virtual hand
- Presentation materials
- Camera and audio



# What Happens at a Regular Council Meeting

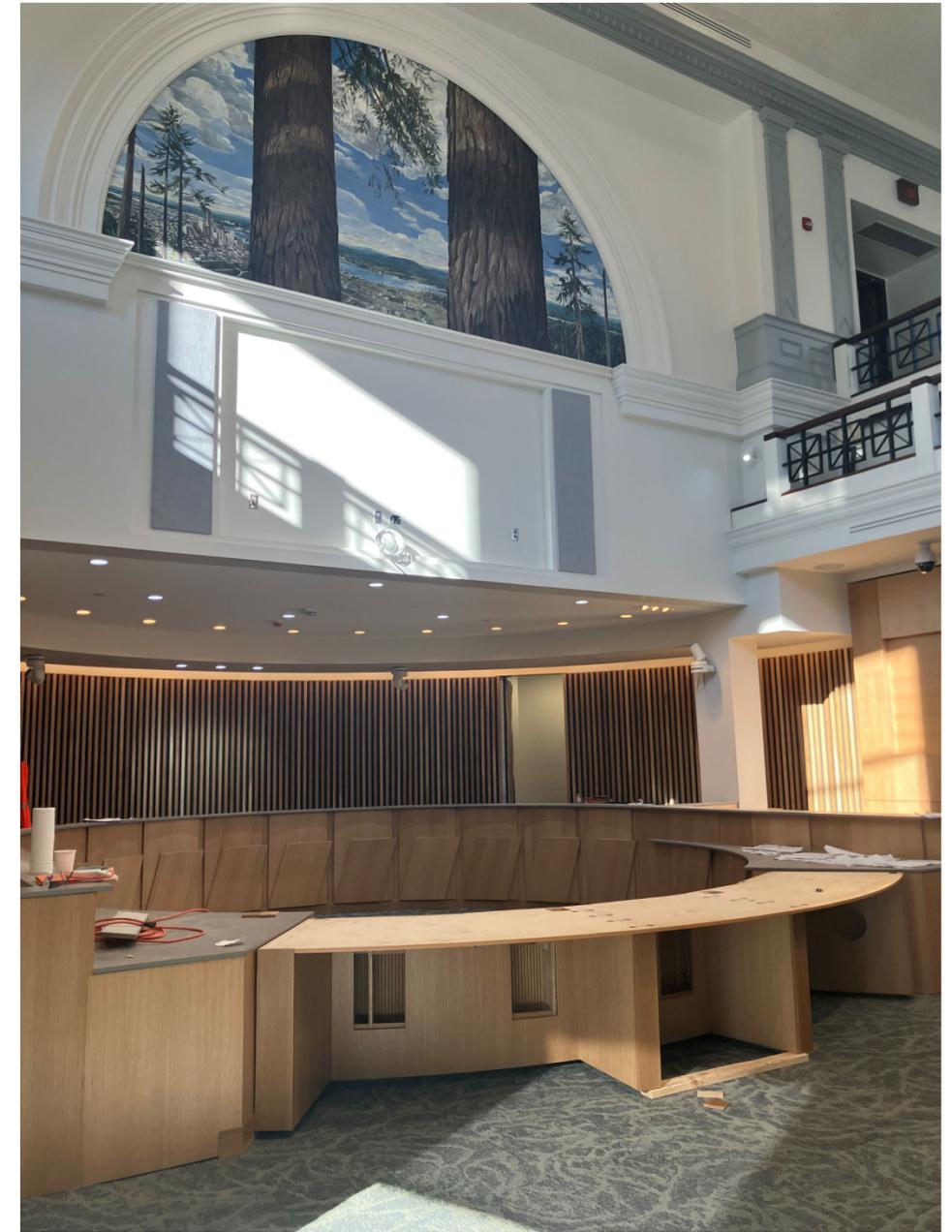


- Presiding Officer
- Councilors
- City Attorney
- Council Clerk
- Staff
- Public



# What Happens at a Work Session

- No formal agenda
- Staff or invited speakers present information
- Council discussion
- Public testimony is not heard



# What Will Happen at the First Meeting on January 2

- The President and Vice President will be elected.
  - The Council Clerk and assisted by legal counsel, will serve as a non-voting ex officio presiding officer to facilitate the election of the first President.
- Public communications (5) will be heard.

***Handout: Procedure for Electing Council President and Vice President***



# Council Procedures Resources

Email

[councilclerk@portlandoregon.gov](mailto:councilclerk@portlandoregon.gov)

Website

[portland.gov/auditor/council-clerk](http://portland.gov/auditor/council-clerk)

Employee Resources

[employees.portland.gov/council-clerk](http://employees.portland.gov/council-clerk)

Council Procedures & Drafting Manual

[employees.portland.gov/council-clerk/council-procedures-and-drafting-manual-ara-701](http://employees.portland.gov/council-clerk/council-procedures-and-drafting-manual-ara-701)

Code Chapter 3.02 Council  
Organization and Procedure

[portland.gov/code/3/02](http://portland.gov/code/3/02)



# Council Clerk Team



Keelan McClymont  
Council Clerk



Rebecca Doherty  
Deputy Council Clerk



Aria Ramus  
Analyst



Diego Barriga  
Administrative Specialist



Christina Thomas  
Analyst

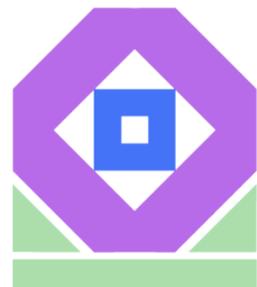


Diadira Pedro-Xuncax  
Administrative Specialist



Portland  
City Auditor  
Council Clerk

**Thank you for listening**



**Portland  
City Auditor**  
Council Clerk



[auditorsoffice@portlandoregon.gov](mailto:auditorsoffice@portlandoregon.gov)

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1221 SW Fourth Ave  
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[portland.gov/auditor](http://portland.gov/auditor)