Bylaws for the Boise Parking Plan Stakeholder Advisory Committee

I. Body created on April 18, 2023

II. By the Bureau of Transportation; by Director Tara Wasiak

A. Purpose

The Boise Neighborhood Parking Management Plan process will need to tackle many new and complex issues. Having a stakeholder advisory committee guiding staff and consultants through the process and issues is critical to a successful project. The Stakeholder Advisory Committee will be expected to be a partner in creating a thoughtful outreach process and ensuring that all voices and perspectives are heard in the decision-making process. The objective is to create a flexible, long-term parking management plan that supports the residents, businesses and visitors of the Boise neighborhood while helping further PBOT and citywide goals.

The advisory body will serve as the subject matter experts as residents, business owners and employees, property owners, visitors. Advisory committee members will act as collaborators in the process of developing a parking management plan. The city will look to advisory committee members for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

This advisory body's term is temporary, and their work will end when the Parking Management Plan is adopted by City Council. Then a new advisory body will be recruited for the ongoing oversight of the Plan implementation.

B. Sponsor Bureau: Bureau of Transportation

C. Staff/Bureau liaison title: Project Manager, Kathryn Doherty-Chapman,

D. Advise to: Kathryn Doherty-Chapman, Parking Operations Project Manager

III. City Role

The Bureau will provide a staff person to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Body. The Bureau will also provide public notice of all meetings, post materials to a webpage, and prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

IV. Frequency of Meetings

The Body shall meet at least 8 times each calendar year and as otherwise necessary to conduct its business. Meetings shall be conducted in accordance with the operating procedures specified herein.

V. Membership and Term

Members of advisory bodies are public officials. They must become familiar with rules and responsibilities described at the "Oregon Government Ethics Law - A Guide for Public Officials" (Oregon Government Ethics Commission).

A. Total membership 15 seats for up to two years; the membership will conclude once the Plan is adopted by City Council.

B. Terms. All terms begin/end at the same time

C. Term Limits

1. Members may serve any number of terms not to exceed **eight years of total consecutive service**. Completion of an unexpired term does not apply toward the eight-year cumulative.

2. At the completion of each term, regardless of term length, incumbents are required to complete notice of intent to continue to serve and discuss mutual benefits of continuing on the Body with the designated bureau staff liaison.

3. Members interested in continuing service beyond eight years must sit out two years before reapplying to serve on the same advisory body.

Members may not have alternates and all serving members are selected and appointed to full terms. Whether a seat is filled for the remainder of the vacated term or anew will be determined by the appointing entity. If there are vacancies, including if a position becomes vacated during a term, normal recruitment processes should follow. The process includes recruitment applications, vetting and selecting members, and appointment by the Elected-in-Charge (for bodies advising Council) or bureau director (for bodies advising a bureau program or bureau director).

D. Quorum

Simple majority.

Advisory bodies advising an individual rather than Council are not required to have a quorum to deliberate. These bodies may use alternative means to arrive at recommendations.

E. Voting (select one)

Majority of seats per ORS 174.130

A quorum shall be necessary of voting members to make decisions that represent the position of the Body and to fulfill any other responsibilities. Proxy/absentee voting is not allowed.

Advisory bodies advising an individual rather than Council are not required to administer a formal vote to make recommendations.

VI. General Operating Procedures

A. Disclosure of Conflicts of Interest [or other connection]

- A public official is required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- The announcement needs to be made on each occasion when the public official is met with the conflict of interest, and the public official must disclose the nature of the conflict of interest.
- For example, an elected member of the City Council would have to make the public announcement one time when met with the conflict of interest, but only one time in each meeting of the City Council. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting.
- Bureau liaison and/or staff are obligated to record and keep all conflicts of interest that are announced during each meeting.
- If it is found that a member did not disclose a conflict of interest, staff must alert the Bureau Director of the instance as soon as the incidence is known.
- Any potential or actual conflict of interest noted by staff will be included in the recommendation report provided to City Council or other final decision-making body.

B. Meetings will be conducted to foster collaborative decision-making using either:

- Robert's Rules of Order culminating in a majority vote;
- Consensus Decision Making (including Modified Consensus Decision Making). This option still requires a quorum and a final vote. For example, if there are no vetoes, all voting members' names are listed as "yay", and abstentions are also noted.

C. Community Agreements

The committee and all present at meetings will agree to ground rules. The ground rules are a living document that the committee will confirm and edit at each meeting. Here are some examples of the ground rules:

- Remain respectful of all people and groups
- Listen to each speaker and ensure that only one person speaks at a time
- Conflict and tension can lead to solutions
- Respect the process and commit to reaching consensus
- Be candid and respect candor of the group
- Minimize assumptions: if unclear, ask

- Stay on topic: parking lot for later
- The process is imperfect: it may not achieve all things for all people

VII. Removal of Members and Resignations

A. All members serve at the pleasure of Bureau Director and may be asked to resign or be removed at the Elected-in-Charge or Director's discretion at any time unless authority (for instance, Code, statute, etc.) exists requiring a different process.

B. Any member who does not give notice that they intend to be absent from a scheduled meeting for more than 25 percent of the meetings in any 12 months of the service will be removed by the Bureau Director.

C. Process for removal

- For unexcused absences: Bureau liaison keeps attendance and informs Bureau Director of absences, who in turn informs the member in writing that they have been removed as a member of the Body.

- By Elected-in-Charge: Elected informs the member in writing that they have been removed as a member of the Body.

D. Resignation process

Members are expected to make a good faith effort to complete their term. In cases where this is not possible, members are expected to provide notice to the City staff liaison in writing (preferred) or verbally. Members are encouraged to complete the Resignation Form and submit to City staff liaison.

VIII. Officers and Subcommittees

The presiding officers of the Body may consist of positions in sequential presiding order.

- Co-chair(s)
- Optional Vice-chair

and will act as designated leadership appointed by: Bureau Director with a recommendation from the committee. The recommendation will be made with a majority vote of the committee.

The designated leadership shall be responsible for conducting the meetings and will be voting members of the advisory body. A presiding officer will be designated at all times. The designated leadership may look to staff liaison to facilitate meetings.

The designated leadership will encourage full and safe participation by representatives in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the Body's operating procedures. The Bureau staff liaison will also serve as liaison between the members of the Body and the City. In consultation with the facilitator (if there is one) and staff liaison, the designated leadership will develop meeting agendas, establish subcommittees if needed, and ensure an efficient advisory process.

The Body may divide its members into subcommittees authorized to act on behalf of the full

Body for an assigned purpose.

For advisory bodies who advise Council, subcommittee meetings are also subject to Oregon Public Meetings Law and must abide by quorum requirements when voting. While subcommittees may engage non-members, only members may vote to approve reports and recommendations to be forwarded to the full Body. When voting, the quorum for subcommittee members is the simple majority of the subcommittee.

IX. Facilitator Role

The City may contract with an independent and neutral third party whose role is to facilitate meetings, help develop recommendations, and produce approved reports. The Facilitator will not act as an advocate on any issue, any interest group, or any member of the Body.

Specific facilitators' responsibilities are determined by the needs of the Bureau and advisory board, but may include:

- Ensure a welcoming meeting environment where all members can participate.
- Ensure a safe environment for minority opinions.
- Conduct meetings in a manner to foster collaborative decision-making and consensus building.

X. Communications

A. Members agree that transparency is essential to all deliberations. In that regard: Advisory body members are required to notify City staff liaison of verbal communications with interest groups and all communications with media. Members are required to copy the City staff liaison and, when appropriate, the Facilitator on all written communications from/to interest groups (other than a group specifically represented by a member) commenting on the Body's deliberations. These communications will be included in the public record as detailed below and copied to the Chair and/or full Body as appropriate.

B. On rare occasions, some advisory bodies may ask or be asked to write position letters to external groups or governments in support or opposition of policy issues that are relevant to the purpose and scope of the Body. This is accomplished by first proposing the position to the staff liaison to the advisory body. The staff liaison, in partnership with bureau leadership must approve the position before the letter has been drafted. The staff liaison and/or bureau leadership must work with the Office of Government Relations if the external communication is with a state, federal or tribal government. This process is required in accordance with Administrative Rule 3.01, which establishes the Office of Government Relations as the central coordinating body for this external intergovernmental outreach.

C. Communications Media

If members of the committee are contacted by the media for a quote or statement as a representative of the Parking SAC, they should refer the reporters to the Portland Bureau of Transportation's Public Information Officer. Members of the committee are not

authorized to speak the media either on behalf of the Portland Bureau of Transportation or on behalf of the committee. Members may speak to the media if they are clear that they are speaking for themselves alone. If members of the media would like a comment or other information from members of the committee, the bureau's Public Information Officer will provide this to the media. In rare cases, the bureau may have a committee member speak directly to the media, but this will only be done in close coordination with the bureau's Communications Manager and only with their express permission.

XI. Public Meetings and Records

Meetings of the full body and subcommittee meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-690). The Bureau liaison will provide notice to the public regarding the dates, times, and locations of all meetings:

- Regular meetings:
  - Best practices: at least one week,
  - Minimum requirement: at least 48 hours,
- Special meetings: at least 24 hours.

Per ORS 192.670(1), advisory body members can participate through telephonic conference calls. Requests for any other electronic communication means require approval from the Bureau liaison with City Attorney consultation. All records of the Body, including formal documents, discussion drafts, meeting summaries, and exhibits are public records. Communications among members related to the subject matter of this Body should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and votes made during meetings, memoranda, work projects, records, documents, text messages, pictures, or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal notes of individual members taken at public meetings might be considered to be public record to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)). Members are not allowed to deliberate towards a decision over e-mail, as public participation needs to be guaranteed through that process.

XII. Amendment of Bylaws

The Body may vote to recommend to the Bureau Director amendment or repeal of these Bylaws. The Bureau may also recommend changes to the Bureau Director. The Bureau Director must sign off on original bylaws and any amendments to the bylaws. Members have no authority to amend bylaws without approval.

Original Bylaws Created by: Kathryn Doherty-Chapman, Project Manager on April 11, 2023.

Approved by Boise Parking Committee on May 23, 2023.

Approved by: Tara Wasiak Digitally signed by Tara Wasiak Date: 2023.07.21 11:25:42 -07'00', on 07/21/2023.

(Elected/Bureau Director) (date approved)