

**Portland Parks & Recreation
Diversity & Equity Committee (DEC)**

Bylaws

Amended February 20, 2020

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ROLE AND PURPOSE

Background

Portland Parks & Recreation (PP&R) Diversity & Equity Committee was created in December 2003, in response to the direction of City Council establishing diversity committees within city bureaus across the city. In 2011, the City of Portland established the Office of Equity and Human Rights (OEHR) which is charged to lead the city promoting equity and reduce racial and disability disparities within the city.

On September 12, 2012 by resolution No. 36956 City Council affirmed:

“Equity goes beyond diversity in that it requires an intentional examination of systemic policies and practices from both a historic and present day perspective”

In 2014, PP&R created the Equity & Inclusion Manager position to lead the bureau’s diversity, inclusion and equity efforts. This position reports to the Director and is charged with making key policy and program recommendations on how to improve equity throughout the bureau.

On July 8, 2015, City Council unanimously adopted **City Ordinance 184880: Citywide Racial Equity Goals and Strategies** as binding city policy. The citywide goals and strategies are used by OEHR as guidance for each city bureau to create a 5-year racial equity plan.

Concurrent to the work by OEHR, PP&R created the Equity & Inclusion Division to further coordinate the bureaus diversity, inclusion and equity efforts. The Equity & Inclusion Division was established in March 2016 and works with PP&R operating divisions and programs to further embed racial equity principles and best practices throughout the bureau.

PP&R recognizes that to achieve equity throughout the bureau, a well-coordinated effort across and at all levels of the organizations is necessary. Therefore, the role of the Diversity & Equity Committee is integral in creating a link between the employees, management and city leadership.

PP&R’s Guiding Policies/Parks 2020 Vision & Mission

Portland’s parks, public places, natural areas, and recreational opportunities give life and beauty to our city. These essential assets connect people to place, self, and others. Portland’s residents treasure and care for this legacy, building on the past to provide for future generations.

The mission of Portland Parks & Recreation is to help Portlanders play - providing the safe places, facilities, and programs which promote physical, mental, and social activity. We get people, especially kids, outside, active, and connected to the community. As we do this, there will be an increase in the wellness of our residents and the livability of our city. We accomplish this through:/

- Establishing, safeguarding and restoring the parks, natural areas, public places, and urban forest of the city, ensuring that these are accessible to all;
- Developing and maintaining excellent facilities and places for public recreation and community building;
- Providing dynamic recreation programs and services that promote health and wellbeing for all;
- Partnering with the community we serve.

5-year Racial Equity Plan

The five-year Racial Equity Plan (REP) provides a framework and future guidance for the implementation of racial equity goals adopted by City Council. The plan sets the direction for the bureau that is consistent not only with the Citywide racial equity goals, but with PP&R's 2020 Vision and with the City's vision adopted in the Portland Plan which envisions that "everyone has access to the opportunities necessary to satisfy their essential needs, advance their well being and achieves their full potential."

The Racial Equity Plan identifies six goals:

1. Change existing services within the bureau using racial equity best practices
2. End disparities in City government hiring and promotions
3. Strengthen outreach and public engagement for communities of color and refugee and immigrant communities.
4. Increase access to culturally and linguistically responsive services for communities of color and refugee and immigrant communities.
5. Provide equitable access to City services for all residents.
6. Meet or exceed Citywide contracting goals for Minority Business Enterprises (MBE).

DEC Mission

PP&R's Diversity & Equity Committee (DEC) will advise the bureau Director and Equity & Inclusion Team on bureau policies and budget. The DEC will facilitate the implementation of policies and practices to remove barriers and promote diversity, inclusion and racial equity best practices.

Values

Respect and Inclusion

Value the diverse voices, experiences, and perspectives of all individuals; respect the voices of people of color, women, LGBTQ, people with disabilities, and others who have historically been marginalized and continue to face institutional disparities.

Accountability and Transparency

Maintain openness, honesty, and fairness in our function, and actions as well as in all phases of the DEC's work including planning, decision-making, development, implementation, documentation, evaluation, reporting, and advocacy.

Collaboration

Recognize our interdependence and approach all work with a spirit of partnership with other stakeholders.

Intentionality

Be purposeful in our work to eliminate existing disparities and to ensure equitable outcomes will benefit all individuals and communities.

Integrity

Demonstrate professionalism and honesty in all working relationships. Model equity and fairness in our decision-making and in our treatment of one another. Honor commitments. Hold ourselves accountable to the highest ethical and performance standards.

Courage

Value truth and justice over comfort.

Speak out against oppression without guilt or apology. Take risks. Question the status quo. Support each other's leadership and commitment to working together as a team.

Commitment to Equity

Demonstrate a commitment to achieving equity for all individuals. Work intentionally to develop and implement policies and practices free of bias, unnecessary barriers, and additional burdens. Do self-work and engage in regular self-reflection and continuing education. Move out of our comfort zones in order to learn, grow, and develop leaders.

Core Responsibilities

Provide Policy Guidance

Advise the Equity & Inclusion Team and/or the bureau Director on policy related to diversity, racial equity and inclusion of protected classes as recognized by the city of Portland.

Accountability and Coordination of Equity Efforts

Monitor the PP&R five-year Racial Equity Plan. The committee will review REP progress annually and provide recommendations to the E&I team, Director and operating divisions.

Promote Racial Equity Best Practices

Support the use of policies, analytical tools (e.g. Multnomah County racial equity toolkit), and program practices that promote best practices in diversity, equity and inclusion. DEC members will facilitate and support increasing the knowledge and understanding of all staff in racial equity and inclusion. Members will participate and/or lead one on one meetings, small groups or regular forums with PP&R employees on diversity, equity and inclusion issues.

Organizational Practices

Identify systemic issues of inequity [e.g. within administrative rules, policies, etc.] and develop recommendations to enact equitable policies and practices.

Foster and Promote Effective Communication

Meet with and develop effective relationships with Senior Management, Leadership teams and key stakeholders regarding the bureau's equity efforts.

Annual Reports

Review and provide feedback to the Director, Divisions, and Equity & Inclusion Team on annual reports, including implementation of the REP, regarding the progress of the bureau on diversity, equity & inclusion efforts.

BYLAWS

DEC Membership Selection Process

The DEC strives to have representation from all bureau work units. DEC membership vacancies will be announced at a minimum on an annual basis with an option of an additional recruitment to PP&R employees and departments where vacancies occur.

Candidates for the DEC will be asked to complete an application form. Candidates whose applications are moved forward will be invited to participate in individual or small group interviews. Top candidates will be selected to serve on the DEC. Candidates must get approval from their supervisor to participate on the DEC.

The Structure Subcommittee is responsible for reviewing applications, facilitating interviews and recommending new members to the DEC.

DEC Membership

Composition

DEC members are chosen for their willingness to engage in dialogue about advancing equity work including, but not limited to, their willingness to do self-work, educate, challenge and interrupt inequity when encountered, speak truth to leadership, and champion racial equity and inclusion of underrepresented groups within the bureau. The DEC will have members from diverse PP&R programs and all divisions.

The DEC will strive to ensure that there is a sufficient cross-section of representation among people of color, gender, front-line staff and management and other perspectives that experience forms of oppression – gender identity/expression, disability, etc.

Terms

DEC members are expected to make a two-year commitment and have the option to continue for a second two-year term without reapplying. Members seeking reappointment after two (2) terms must submit a Statement of Interest expressing interest in serving another term. Reappointment requests are considered with new member applications. Term appointments will be staggered to ensure continuity as new members are installed.

DEC Roles and Responsibilities

Member Responsibilities

- Advising the bureau Director and Equity & Inclusion Manager on bureau policies and budget
- Serving as liaison to their bureau division and department, providing information on the work of the DEC, and participating in division and department planning around diversity, equity and inclusion (e.g. division specific REP).
- Providing leadership to the bureau equity goals
- Committing to professional development related to diversity, equity and inclusion
- Understanding the goals and objectives of key bureau policies related to diversity, equity and inclusion (REP, Gender Neutral policy, etc.)
- Attending all required bureau or DEC trainings
- Performing duties of a Subject Matter Expert (SME) on at least two (2) job recruitments annually
- Serve on at least two (2) hiring panels annually
- Attend and participate in DEC meetings

Attendance

DEC members are required to attend all DEC monthly meetings. If a member cannot attend a meeting, they are required to inform the DEC co-chairs before the meeting, to be excused and inform their supervisor or manager.

Time Commitment

DEC members are expected to spend up to eight (8 hours per month working on DEC objectives. This time commitment includes, but is not limited to: attending DEC meetings, reviewing meeting notes and handouts, attending trainings, subcommittee and working group meetings, and taking opportunities to represent the work and values of the DEC in their work.

Members are expected to serve their full term. Resignations are requested in writing provided to the co-chairs. All DEC members are encouraged to help identify, recruit and support their replacement on the committee.

Break in Service

A DEC member may request a break in service, lasting no longer than 6-months. A written request must be submitted to the DEC co-chairs one (1) month prior to the break, unless there are extenuating circumstances. The break in service time will be part of the members term (the term will not be extended).

If the member cannot rejoin the committee within six (6) months, then their committee membership will be terminated. They can reapply through the recruitment process.

Membership Revocation Process

DEC membership may be revoked at any time for reasons including, but not limited to: unexcused attendances, disruptive behavior, or lack of work product. Membership revocation will be determined by the Director, Equity and Inclusion Manager, Co-chairs or by a 2/3 vote of the DEC.

Equity & Inclusion Manager & Equity & Inclusion (E&I) Team

The role of the E&I Manager and Team is to coordinate the implementation with bureau operating departments of key policies and projects related to the REP and/or other key policy documents. The E&I Manager and Team will work with the DEC in an affirming and supportive manner recognizing that making equity a priority is the only way to achieve the changes necessary within the bureau.

The E&I Team are not members the DEC. They provide staff support to the DEC committee and any subcommittees. The E&I team will coordinate with the DEC co-chairs through assessment and evaluation of priorities, training, facilitation, sending out and tracking agendas and other communications, coordinating the DEC calendar, preparing and sending out meeting notes, and reporting to the DEC on related business.

The E&I Team will review progress on the REP with the DEC and subcommittees, at least annually, in order for the DEC to provide recommendations to the E&I Team, Director and operational divisions.

Committee Co-Chairs

Two DEC members will serve as co-chairs on a 12-month rotation, preceded by a 1- month training period in which new co-chairs attend one monthly planning session with outgoing co-chairs. Outgoing co-chairs, in turn, will attend an extra monthly planning session after their term, to assist new co-chairs in preparing for their first DEC meeting.

Co-chair selection process and assignments will be managed by the Structures Subcommittee.

Co-chair nominations: In December, Structures subcommittee will announce Call for Nominations, where DEC members will nominate members for co-chair assignment. Members can nominate themselves and/or others. Nominations are due to Structures subcommittee by January 15th. Nominees will be notified and within 2 working days, inform the Structure subcommittee if they want to move forward with their nomination.

Statements of Interest: All nominees who decide to move forward, will be asked to submit a one paragraph Statement of Interest via email or in writing to Structures subcommittee by January 31st. Structures subcommittee will compile Statements of Interest and share with the

DEC. DEC will consider Statements of Interest and vote for co-chairs via electronic format or email in the first week of February.

Selected co-chairs, determined by majority vote, will be notified by February 15th. In case of a tie, the Structure subcommittee will put forth the names of the tied nominees to the DEC for an additional vote.

Selected co-chairs will begin their term on March 1st. Co-chair elects must attend a monthly DEC agenda planning session with outgoing co-chairs, prior to March meeting. Outgoing co-chairs will lead the March meeting.

New co-chairs terms will begin at the April meeting.

The role of the DEC Co-chairs is to work with the E&I Team to focus the work of the DEC in supporting the bureau's racial equity goals. The co-chairs ensure that DEC meetings are productive and inclusive. They lead and support the ongoing work of the DEC. Members of the E&I Team are precluded from being co-chairs of the DEC.

The Co-chairs will provide the following functions:

- Consult with the E&I Team on committee agenda
- Send DEC agenda to committee
- Co-facilitate DEC meetings
- Record attendance at DEC meetings
- Distribute evaluations at DEC meetings
- Communicate with DEC members regarding agenda topics, attendance and related committee topics
- Participate in E&I Team quarterly strategy sessions
- Represent the DEC at Senior Management Team and other leadership forums as needed
- One Co-chair will serve on the Structure subcommittee
- Meet with PP&R Director
- Attend Senior Management Team meetings

Subcommittees

DEC subcommittees are made up of members of the DEC and additional PP&R staff who are committed to sharing information about diversity and equity within PP&R. The DEC will determine the type of subcommittees needed to inform their work. The E&I staff will provide the logistic support of subcommittee and work with subcommittee chairs to develop meeting agendas, recommend work plans, and oversee processes of the subcommittee.

Budget

The Budget Subcommittee works to incorporate diversity, equity and inclusion goals in PP&R's financial decisions and processes.

Objectives:

- Apply diversity, equity and inclusion principles to improve City budget structures, processes and decisions.

Key Roles and Responsibilities:

- Liaise between DEC and PPR Finance team
- Identify opportunities and develop ways to promote equity through financial management.

Communications

The Communications subcommittee is committed to sharing information about diversity and equity within the bureau and sharing news of the committee's work on behalf of the bureau.

Committee Objectives:

- Communicate the achievements and information about the Diversity & Equity Committee
- Guide communication about diversity and equity concepts throughout the bureau.

Key Roles & Responsibilities:

- Collate contributing articles and ideas into the quarterly newsletter.
- Identify processes and policies to communicate within the DEC and sub-committees to ensure maximum mutual benefit and effectiveness.
- Assist in establishing organizational marketing, branding and communication plans and initiatives.
- Champion special events/activities within the bureau to share concepts of diversity and equity

Recruit, Hire, Promote and Retain

The Recruit, Hire, Promote and Retain subcommittee focuses on hiring and employment practices as shown in the REP. The subcommittee works directly with the Workforce Development manager to monitor and report on the bureau's hiring and retention.

Objectives

- Advise on recruitment and selection process with equity and inclusion as our lens using current best practices.
- Report on hiring decisions and employee demographics.

- Strive to maintain a workplace that accepts and appreciates the differences among our employees.

Key Roles & Responsibilities

- Resource to DEC, managers and supervisors on equitable and inclusive recruitment strategies.
- Partner with Workforce Development, E&I Team and our Bureau of Human Resources Team in implementing elements of the REP goals.
- , Make recommendations for improvement and changes to inclusive hiring and retention using demographic data
- Recommend hiring best management practices.

Structure

The Structure subcommittee internally supports the work of the DEC through member recruitment, co-chair recruitment, and updating the bylaws. The subcommittee works with the Communication subcommittee to elevate the bureau's equity and inclusion gaps to the Director's office and the Senior Management Team and for recruitment.

Committee Objectives

- Ensure all works groups are represented on the DEC.
- Ensure all DEC subcommittees have adequate membership
- Recruit new members to have continuous full committee membership.
- Keep by-laws current.

Key Roles & Responsibilities

- Review and update the by-laws on a yearly basis, or as needed. The subcommittee makes recommended updates/changes and brings them to the full DEC for approval.
- Ensure the larger DEC membership is reflective of all work teams through recruitment which includes reviewing applications, facilitating interviews and recommending new members to the full DEC.
- Co-chair recruitment starting in December and completed by February of the following year.
- Assist with membership, both DEC and non-DEC, of subcommittees.

The Policy Subcommittee's description, objectives and roles and responsibility are currently being created.

DEC Meetings

Duration and Frequency

The DEC meets every month for two (2) hours at rotating locations.

Decision Making Process

The DEC represents a diversity of expertise, skill sets, and viewpoints. DEC members are expected to listen, analyze, and contribute in a manner that furthers the DEC's goals and equity within the bureau. DEC recommendations should represent a broad base of the collective wisdom about what will best serve PP&R.

Consensus

In developing recommendations, the DEC and DEC subcommittees will work by consensus; a method of making decisions through which a group strives to reach substantial, though not necessarily unanimous, agreement on matters of overall direction and policy, which can be supported by all.

2/3 Majority Vote

If consensus is not possible, the DEC and DEC subcommittees will allow for a two-thirds majority vote by verbal assent to provide the basis for a decision. In the case of a majority vote, the DEC will provide the opportunity for minority reports to be submitted and included in meeting notes.

Quorum

A quorum is required to conduct business and make official decisions. A quorum is defined as 50% of appointed membership, plus one. Once a quorum is reached, a quorum is maintained for the remainder of the meeting, even if a member leaves during the meeting.

Ground Rules for Meetings

1. **Safe space**
We will create a safe, open, honest, and nurturing environment so that everyone feels supported. Everyone commits to practice both active and reflective listening skills.
2. **Respect**
We will respect the views of others and keep an open perspective; critique issues, not people, or groups; and exercise self-awareness around use of air-time.
3. **Accountability**
We will take responsibility for the success of the meeting, start and end meetings on time, and aim to provide solutions for issues or concerns that are raised.
4. **Ongoing Learning**
We will each challenge ourselves in our own learning and understanding and will acknowledge that others may be at different places.

5. **Confidentiality**

We are encouraged to share examples of lessons learned that come up in DEC meetings with others outside the DEC. However, we understand that information will be shared, especially those of personal experiences, without disclosing the names of individuals or bureaus when recounting those examples.

6. **Take Responsibility for Decision Making Outside the Room**

When we make agreements, we hold ourselves and others accountable to the agreements through our actions.