

CITY OF PORTLAND, OREGON
PORTLAND PARKS & RECREATION BOARD
BY-LAWS

Board created on October 10, 2001, by Portland City Council Ordinance 176002 authorizing Portland City Code 3.27 Portland Parks & Recreation Board.

1. PURPOSE OF PARKS AND RECREATION BOARD

1.1 City Code Section 3.27.010

“The Portland Parks and Recreation (PP&R) Board is established, for the following purposes: to ensure that the vision and recommendations of the Parks 2020 Vision, other PP&R strategic initiatives adopted by the City Council and the values of diversity, equity and inclusion are at the forefront of discussions about park and recreation issues and trends over time, in all areas of the city; to advocate for parks and recreation on a city and regional basis to ensure that parks, natural areas, open spaces and recreation facilities are advanced in city and regional planning and design; to provide continuity when transitions occur in the leadership of Portland Parks and Recreation and on the City Council; to provide a forum for public discussion and decision-making about park issues, bringing a city-wide and long-term perspective to neighborhood-based issues.”

1.2 Parks 2020 Vision

The five objectives of the Parks 2020 Vision are to:

- Ensure Portland’s park and recreation legacy for future generations.
- Provide a wide variety of high-quality park and recreation services and opportunities for all residents.
- Preserve, protect, and restore Portland’s natural resources to provide “nature in the city.”
- Create an interconnected regional and local system of trails, paths and walks to make Portland “the walking city of the West.”
- Develop parks, recreation facilities, and programs that promote community in the city.

1.3 Affirmation of Equity Statement

The Board will discharge all of its responsibilities in a manner that is consistent with the Board’s Affirmation of Equity Statement adopted on July 6, 2011, as it may be amended or revised from time to time.

2. DEFINITIONS

2.1 City Code Section 3.27.020

““Board” means the Portland Parks and Recreation Board.

“Board Year” means July 1 through June 30.

"Bureau" or "Portland Parks and Recreation" means the Bureau of Parks and Recreation of the City of Portland, or whatever agency is given responsibility for the City's system of parks and recreation.

"Commissioner" means the Commissioner in Charge of Portland Parks and Recreation.

"Council" means the City Council of the City of Portland, Oregon.

"Director" means the Director of Portland Parks and Recreation, or the Bureau head, however designated.

"Parks 2020 Vision" means the Parks 2020 Vision adopted on October 10, 2001 and any amendments, extensions or replacements adopted by the Council."

2.2 Board By-laws for City Code Section 3.27.020

Unless the context requires otherwise, as used in these by-laws, the phrase "parks, natural areas, open spaces and recreation facilities" and such singular terms as "parks" refers to the complete spectrum of neighborhood, community, city, regional and state parks, playgrounds, playing fields, athletic courts, golf courses, other sports and recreation areas, gardens, natural areas, wildlife areas, open spaces, arboretums, greenspaces, greenways, trails, rivers and river fronts, pedestrian promenades, green streets, parkways, recreation and community centers, swimming pools and natural areas used for swimming, other recreational facilities, public plazas, town squares, special cultural and historic buildings and sites, and such other lands and facilities that are publicly-owned or dedicated to public use and either located within the city of Portland or owned or managed by the City of Portland.

Unless the context requires otherwise, the term "recreation" refers to the broad range of publicly-accessible, passive to rigorous activities occurring outside of work, school, or other obligated times that are physically, mentally, emotionally, or spiritually enriching experiences essential to overall personal well-being, whether such activities are self-directed or administered by recreation or leisure professionals and regardless of the socio-economic, disability, or health condition of the participants.

3. MEMBERS AND TERMS

3.1 City Code Section 3.27.030

A. Voting Members

"The Portland Parks Board shall consist of a minimum of 9 and a maximum of 15 voting members appointed by the Mayor in consultation with the Commissioner and confirmed by the Council. Members shall serve without compensation for terms of 3 years. No member shall be appointed to more than two full consecutive terms, not to exceed 6 years of total consecutive service; provided that a member appointed initially to a term of less than 3 years may thereafter

be re-appointed to two consecutive 3-year terms and completion of an unexpired term shall not apply to the 6 year cumulative limitation. A member otherwise may be re-appointed after at least 3 years following completion of the member's two consecutive terms. Members are expected to bring a system-wide perspective to the Board and to reflect the demographic and geographic diversity of the City."

B. Ex Officio Members

"The Board may, in its discretion, appoint up to four ex officio members as, in the judgment of the Board, will assist it in carrying out its functions. Such ex officio members shall be appointed in a manner to be determined by the Board. Ex officio members shall not have the right to vote. Ex officio members shall not be subject to the term limitations of Subsection A. of this Section, but the Board may, by rule or regulation, provide for terms and other conditions of service of ex officio members as it may deem necessary or desirable."

3.2 Membership Appointment and Selection

A. Before the end of February each year, and otherwise as necessary to fill vacancies, the Board Chair shall appoint a Member Nominating Committee (including the Committee Chair), comprised of a number of voting members less than a quorum of the Board. The Commissioner or their representative and the Director or their representative shall serve as ex officio members of the Committee. The Board Chair may also appoint other persons who are not members of the Board to serve as non-voting members of the Member Nominating Committee. All appointments by the Board Chair pursuant to this paragraph shall be confirmed by the Board. No later than the Board's last meeting in May, the Member Nominating Committee shall propose, for consideration by the Commissioner and Mayor, nominees for membership on the Board to fill vacancies that will occur at the beginning of the next Board Year. In the event of mid-term vacancies on the Board, the Member Nominating Committee shall, in a timely fashion, consider the need for filling such vacancies and may propose, for consideration by the Commissioner and Mayor, nominees to fill such vacancies.

Except for the terms of members appointed to fill a mid-Board Year vacancy, member terms shall commence on July 1 in the year of appointment and end on June 30 in the year of expiration. The Member Nominating Committee shall establish procedures for identifying potential nominees, including procedures designed to result in a Board membership reflective of the geographic and demographic diversity of the city.

B. In addition to proposing nominees to fill vacancies of voting members, the Member Nominating Committee shall, on an annual basis, consider the need for appointment of ex officio members of the Board for the following Board

Year and nominees to serve as such ex officio members. In the event of mid-term vacancies of ex officio members of the Board, the Member Nominating Committee, in a timely manner, shall consider the need for filling the vacancies and nominees to fill such vacancies. At the Board's last meeting in May each year, and otherwise when necessary to fill vacancies, the Board shall vote to appoint or reappoint those ex officio members, if any, that it determines should serve as members of the Board for that Board Year or the remaining portion thereof. In appointing or reappointing ex officio members, the Board shall consider, but shall not be bound, by the nominations of the Member Nominating Committee. The Member Nominating Committee shall establish procedures for identifying potential nominees for ex officio membership.

- C. Board members shall attend all Board meetings unless reasonable cause exists for absences. Whenever reasonably possible, Board members shall notify the Board Chair in advance of an impending absence and the reason therefor. The minutes of each Board meeting shall indicate absences. Upon three absences during any 12-month period, determined on a rolling basis, the Board Chair shall consult with the member and, when appropriate in the Board Chair's judgment, shall inform the relevant member in writing that another absence may result in the member's removal from the Board. Upon four absences during any 12-month period the Board Chair, after consultation with the Board, may, and upon an affirmative vote of the Board, shall recommend to the Commissioner that the member be removed from the Board. This paragraph shall also apply to ex officio members of the Board, except that upon four absences the Board Chair may recommend to the Board that the ex officio member be removed from the Board. Ex officio members may be removed by the Board pursuant to this paragraph upon recommendation of the Board Chair or acting on its own volition. The Board Chair shall notify the Commissioner and Mayor of any resignation or requests for a leave of absence received from Board members or ex officio members.
- D. Board members are expected to make a good faith effort to complete their respective terms. Any member wishing to resign shall notify the Chair and Director in writing. Any resigning member is encouraged to complete a resignation form provided by the city.
- E. Members of the Board are considered public officials and are expected to become familiar with the rules and responsibilities described at the 'Oregon Government Ethics Law - A Guide for Public Officials' (Oregon Government Ethics Commission) or any replacement thereof. Members of the Board should review Portland City Code 1.03 and comply with HR Administrative Rule 2.02 Workplace Harassment rule. Board members and ex officio members otherwise shall conduct themselves at all times, and in all places, in

such a manner that is consistent with the values of the Board, including honesty, integrity, consideration of different viewpoints and cooperative problem solving.

- F. Upon violation of paragraph 3.2 C or 3.2 E the Board Chair shall notify the member in writing that an additional violation may result in the member's removal from the Board. Upon an additional violation, the Board Chair shall recommend to the Commissioner and Mayor that the member be removed from the Board. This paragraph shall also apply to ex officio members, except that upon additional violation the Board Chair shall recommend to the Board that the ex officio member be removed from the Board.

4. ORGANIZATION AND MEETINGS

4.1 City Code Section 3.27.040

"The Board shall adopt such rules of procedure as it deems necessary to the conduct of its duties. Every 2 years the Board shall elect a Chair and such other officers as the Board may from time to time establish. The Board shall meet at least quarterly and may meet more often. The Board Chair, in consultation with the Commissioner and the Director, shall set the agenda for Board meetings."

4.2 Board By-Laws for City Code Section 3.27.040

A. Board Meetings

- A.1** Regular meetings of the Board shall be held at least monthly unless the Chair determines otherwise. The Chair, in consultation with the Commissioner and Director, shall establish the date(s), time(s), and location(s) of regular meetings. Special or emergency meetings may be called by the Chair or any four voting members of the Board. Meetings shall be conducted in accordance with the operating procedures specified herein.
- A.2** A majority of the voting members of the Board shall constitute a quorum for the conduct of Board business. The act of a majority of those voting members present at a Board meeting at which a quorum is present shall be an act of the Board. Proxy/absentee voting will not be permitted.
- A.3** A minimum of seven days' written notice shall be provided to Board members of any regular or special meeting, provided that this requirement may be suspended with respect to a special meeting by vote of the Board at the special meeting. For purposes of this paragraph, "written" shall mean hardcopy, telecopy, email or text.
- A.4** Board meetings shall be conducted in compliance with Oregon Public Meetings Law and in a manner that fosters collaborative decision-making. At the discretion of the Board Chair, and upon the request of any

member of the Board in attendance at any particular meeting, such meeting shall be conducted in accordance with *Robert's Rule of Order, Newly Revised*. Board members and ex officio members shall conduct themselves during Board meetings in conformance with these By-Laws and with such decorum and civility as to facilitate rather than inhibit well-reasoned, policy-focused Board decision-making.

- A.5** Except when expediency requires otherwise, the agenda and documents for distribution and consideration at a meeting of the Board shall be distributed to Board members no less than one week prior to the meeting. The Board Chair, subject to veto by the Board, may declare that an expediency exists for purposes of this paragraph.
- A.6** The Board may develop and adopt procedures for taking testimony and conducting public hearings on matters before the Board. Such procedures generally shall facilitate testimony and public hearing comment from those representing various viewpoints on matters before the Board.

B. Board Officers

- B.1** Before the end of February prior to the beginning of a Board Year in which a vacancy in one more officer positions will occur, (and as necessary to fill mid -year vacancies) the Chair shall appoint an Officer's Nominating Committee to nominate a Chair and Vice Chair for a term commencing on July 1 of the next Board Year. The Officer's Nominating Committee shall be comprised of a number of voting members less than a quorum of the Board. No member of the Board Officer's Nominating Committee may be nominated by that Committee. At a May meeting prior to the Board Year in which a vacancy will occur, the Board shall elect a Chair and a Vice Chair from among the Board's voting members to serve as the Board's officers for a 2-year term starting the following Board Year. In electing its officers, the Board shall consider, but shall not be bound, by the nominations of the Officer's Nominating Committee. No officer shall be elected to more than one term. An officer elected initially to fill an unexpired term, may thereafter be re-elected to one additional 2-year term. A member who has served a full term as an officer may be re-elected only after expiration of one full Board Year following completion of the such member's two -year term as an officer.
- B.2** The Chair and Vice-Chair will encourage full and safe participation by Board members in all aspects of the Board's work, assist in the process of building consensus, and ensure all Board meeting participants abide by the Board's operating procedures. The Chair and the Director (or the Director's designee) will serve as liaisons between the Board and the

Commissioner's office and the City Council. The Chair and Vice-Chair, in consultation with the Director (or designee), will develop meeting agendas, establish subcommittees and other subgroups as needed, and ensure an efficient advisory process.

- B.3** The Board Chair shall preside at all meetings of the Board, provided that the Vice Chair shall do so in the absence of the Chair, and that a voting member elected by the Board shall do so in the absence of the Chair and Vice Chair. In the event the Board Chair position becomes vacant, the Vice Chair shall become Chair for the remainder of the Board Chair's term. An officer of the Board may be removed from office by a two-thirds vote super majority of the appointed voting members of the Board.
- B.4** In addition to the duties and powers set out elsewhere in these By-Laws, the Board Chair shall be the official and public spokesperson of the Board provided that the Chair may designate another voting member(s) of the Board to act as the official and public spokesperson(s) of the Board as to a specified topic or issue. In no event shall the official and public spokesperson(s) of the Board represent a policy position or vote as being that of the Board unless the Board has formally approved such policy position or has formally taken such vote. In no event shall the official and public spokesperson(s) of the Board represent a policy position as being that of the Bureau or the City. The Board Chair may execute documents or correspondence on behalf of the Board, provided that the requirements of this paragraph are not violated.

C. Board Committees and Working Groups

- C.1** The Board Chair may establish standing or ad hoc committees of the Board in addition to those committees specifically referenced in these By-Laws. In establishing such committees, the Board Chair, or the Board, shall name the committee chair, in consultation with the committee chair, select committee members and provide a written charge to the committee setting out the committee's purposes, objectives and timelines for achieving them. Committees may make recommendations directly to the full Board and may, with Board approval, be empowered to act on behalf of the Board.
- C.2** At least once every Board Year, the Board Chair shall review with the Board the existing standing and ad hoc committees of the Board. Such reviews shall address the status of the committees' work, the need for their continuation, and whether any changes should be made to their charges, timelines, chairmanships, or memberships.

- C.3** Committee meetings are subject to Oregon Public Meetings Law and must abide by quorum requirements when voting. While committees may include individuals who are not appointed members of the Board, only voting members of the Board may vote to approve reports and recommendations to be forwarded to the Board. An act of a committee requires an affirmative vote from a quorum (one half plus one) of voting members of the Board serving on the committee.
- C.4** In addition to establishing committees, the Chair, or the Board, may establish working groups of the Board to facilitate in-depth review of, and information gathering with respect to, designated subjects. The Board Chair may, in their discretion, bring information compiled by the working groups to the Board or Board committee to inform Board or committee decisions, recommendations and advice rendered to fulfill the Board's duties under the City Code. In establishing such working groups, the Board Chair, or the Board, shall name the group chair, in consultation with the group chair, select group members and provide a written charge to the group setting out the group's purposes, objectives and timelines for achieving them. Working group membership shall be made up of appointed members of the Board and shall not meet or exceed a quorum of voting members of the Board. Working groups may also include individuals who are not appointed Board members. Working groups shall make recommendations only to the Board Chair and have no authority to act for the Board. The Board Chair shall determine if any information compiled by a working group should be referred to the Board or Board committee for further consideration.
- C.5** In addition to participating on committees and working groups, Board members may be requested by the Board Chair, in coordination with Portland Parks & Recreation Director, to represent the Board on committees established by Portland Parks & Recreation and other city Bureaus for high profile projects. At regular meetings of the Board, Board members serving on such committees shall give a status updates of their committee's work.

5. DUTIES

5.1 City Code Section 3.27.050

"The Board shall:

- A. Advise the Council, the Commissioner and the Director on policy matters pertaining to Portland Parks and Recreation, using the Parks 2020 Vision as its guide.
- B. Advise the Council, the Commissioner and the Director on the preparation and contents of the annual Portland Parks and Recreation budget request.

- C. Review plans and policies, either existing or being developed, by other City bureaus, boards and commissions or by other government agencies, that affect parks and recreation in the City of Portland, and advocate for the advancement of parks, natural areas, open spaces and recreation facilities and services in City and regional planning and design.
- D. Engage in such public outreach, education and advocacy, to the extent permitted by law, as the Board determines necessary or advisable in order to provide a forum for public discussion and decision-making about park and recreation issues.
- E. Prepare and submit to the Council an annual report which shall summarize the Board's activities during the year and which shall identify the major issues facing Portland Parks and Recreation and the Board's recommendations for addressing them in the coming year."

5.2 Board Bylaws for City Code Section 3.27.050

In performing its duties, the Board shall:

- A. Focus on furthering the implementation of the guiding principles, vision, and goals of the Parks 2020 Vision and include in its annual report an assessment of the status of the implementation of the Parks 2020 Vision.
- B. Review the Bureau's Strategic Plan and related Bureau and Council decision-making and provide advice and comment regarding the extent to which such Strategic Plan and related decision-making further the implementation of the Parks 2020 Vision.
- C. Review the Bureau's Racial Equity Plan and related Bureau and Council initiatives and provide advice and comment regarding the extent to which such Racial Equity Plan and initiatives align with the Board's Affirmation of Equity and city-wide Racial Equity Goals and Strategies.
- D. Encourage partnering of the Bureau and the City of Portland with public and private agencies, Portland Parks Foundation, organizations, and other entities with respect to implementation of the Parks 2020 Vision.
- E. Serve as a forum for the identification and advocacy of means of achieving the Parks 2020 Vision that are used successfully elsewhere or are otherwise innovative.
- F. Prepare its annual report to the Council by August of each year and submit during fall of each year.

6. STAFF LIAISON AND SUPPORT

6.1 City Code Section 3.27.060

“The Director shall be the staff liaison to the Board, and shall, to the extent budgeted funds are available therefor, provide the Board with staff assistance necessary to the discharge of its duties.”

6.2 Board By-Laws for City Code Section 3.27.060

- A. The Bureau will provide a staff person to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Board, committees and working groups. The Director (or designee) will also provide public notice of all Board and committee meetings, post materials to a webpage, and prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, any formal votes, and any remaining issues on which agreement was not reached.
- B. The Director or their alternate shall attend and participate in meetings of the Board. Bureau staff and consultants shall be invited to attend and participate in meetings of the Board, at the discretion of the Board Chair in collaboration with the Director.
- C. The Board Chair shall encourage the Director to timely bring to the Board for its information, consideration, and comment all major Bureau policy initiatives, issues, and decisions that are within the duties of the Board to address.
- D. Board members shall comply with the Director’s guidance and requirements with respect to Board contact with Bureau personnel regarding Board or Bureau business.

7. CONFLICTS OF INTEREST

- A. Board members are required to make an announcement of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- B. The announcement needs to be made on each occasion the Board member is met with a conflict of interest, and the Board member must disclose the nature of the conflict of interest. For example, a Board member would have to make the public announcement each time when met with the conflict of interest, but only one time in each meeting of the Board. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting

- C. 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.
- D. Bureau liaison and/or staff are obligated to record and keep a record of all conflicts of interest that are announced during each meeting.
- E. If it is found that a Board member did not disclose a conflict of interest, staff must alert the Board Chair and Bureau Director as soon as the failure to disclose is known.

8. PUBLIC MEETINGS AND RECORDS; COMMUNICATIONS

8.1 Compliance

- A. Meetings of the Board and committee meetings are open to the public and shall be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-695). The Director (or designee) will provide notice to the public regarding the dates, times and locations of all Board and committee meetings.
- B. All records of the Board, including but not limited to formal documents, discussion drafts, meeting summaries and exhibits, are public records.

8.2 Communications

- A. Transparency is essential to all deliberations. In that regard: Board members are requested to copy the City staff liaison on all communications from/to interest groups commenting on the Board's deliberations. These communications will be included in the public record as detailed below and copied to the full Board as appropriate.
- B. Communications among members related to the work of the Board 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 or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal, private notes of individual members taken at public meetings might be considered to be public to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)). The Board shall formally approve the final minutes for each Board meeting.

9. AMENDMENT OF BY-LAWS

These By-Laws may be amended by majority vote of the voting membership of the Board. Written notice of proposed amendment of these By-Laws must be given at least 30 days prior to the vote on the amendment; provided this 30-day notice period may be

suspended upon an affirmative vote of two-thirds of the voting membership of the Board.

Original Bylaws Created by: Portland City Council, on 10/10/01.
(date)

Amended by: Paul Agrimis, on 10/13/20.
(Chair Paul Agrimis and the PP&R Board) (date)

Acknowledged by: Adena Long, on 12/16/20.
(Adena Long, Bureau Director) (date)

Amended by: _____, on _____.
(name/title) (date)

Acknowledged by: _____, on _____.
(Elected/Bureau Director) (date)