PORTLAND COMMITTEE ON COMMUNITY-ENGAGED POLICING (PCCEP)

**BYLAWS
(Revised 2022)**

# Creation

PCCEP was created on September 5, 2018, by Council Resolution 37384.

# Purpose

*Mission*

PCCEP’s mission is to solicit and exchange information among the community, the City of Portland, and the Portland Police Bureau (PPB), convening and amplifying the voices of diverse communities of Portland to improve community safety and promote PPB accountability and equitable policing which exceeds constitutional requirements. To fulfil the terms of the PCCEP Plan.

*Goals*

1. Gather, develop, and share data about the needs and experiences of Portland communities related to policing.
2. Make recommendations reflecting key areas of concern for Portland’s diverse, BIPOC, and differently-abled? communities to improve policing policies and practices and decrease incidents of use of force.
3. Increase transparency and accountability within the PPB in order to earn trust.
4. Increase engagement between Portland’s diverse, BIPOC, and differently-abled communities and law enforcement.
	1. **Sponsoring Office:** Mayor’s Office
	2. **Office Liaison:** Mayor’s Senior Community Safety Policy Advisor[[1]](#footnote-2)
	3. **Committee Liaison:** PCCEP Project Manager[[2]](#footnote-3)
	4. **Advises:** Mayor/Police Commissioner, Police Chief, Director of Community Safety Division[[3]](#footnote-4)

# City Role

The City will provide staff and contractors to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to PCCEP (“Project Manager”).

PCCEP staff will 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, any votes or decisions made, and any remaining issues on which agreement was not reached.

Meeting notices, including an agenda listing the principal subjects to be considered at the meeting, will be posted to the website and emailed to interested parties at least one week before a PCCEP meeting.

Meeting summaries from all PCCEP meetings will be published on the City website within 10 business days after the meeting date.

# Frequency of Meetings

PCCEP will meet at least one time a month and as otherwise necessary to conduct its business. Meetings will be conducted in accordance with the operating procedures specified herein.

# Membership and Terms

PCCEP members are public officials. Members should become familiar with rules and responsibilities described at the “Oregon Government Ethics Law - A Guide for Public Officials” (Oregon Government Ethics Commission).

PCCEP members are appointed by the Mayor, as described in the PCCEP Plan. PCCEP asks the Mayor’s Office to fill vacant seats within 30 days.

* 1. **Total Membership:** 13 seats, with membership categories / reserved seats as specified in the PCCEP Plan.
	2. **Terms:** Youth members will be appointed to one-year terms, and other members will be appointed to two-year terms. Terms will start September 1 of each year, unless the appointee is filling the remainder of an unexpired term.

# Term Limits:

Members may serve any number of terms not to exceed eight years of total consecutive service. Prior to the completion of each term, regardless of term length, members who wish to continue as a PCCEP member are required to complete a renewal application and discuss mutual benefits of continuing on PCCEP with PCCEP staff.

Members interested in continuing service beyond eight years must sit out for one year and must reapply to serve on PCCEP.

Unless decided otherwise by vote of the City Council, a quorum shall be a simple

* 1. majority of the thirteen PCCEP seats, which is seven (7).

A quorum of voting members is necessary to make decisions that represent the position of the PCCEP and to decide any other action items on the agenda, including reports and recommendations.

PCCEP is not required to have a quorum to meet or to deliberate.

* 1. **Voting:** At PCCEP meetings where a quorum of members are in attendance, PCCEP shall approve action items with the support of a simple majority of PCCEP members present and voting.

Proxy/absentee voting is not allowed. Members may participate via teleconference.

# General Operating Procedures

* 1. **Disclosure of Conflicts of Interest**

PCCEP members must announce, either orally or in writing, 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 member is met with the conflict of interest, and the member must disclose the nature of the conflict of interest. For example, the member must make the public announcement one time when met with the conflict of interest, but only one time in each PCCEP meeting. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting.

PCCEP staff will 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 Mayor’s Office and PCCEP members 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 report provided to the Mayor’s Office.

# Facilitation

In accordance with PCCEP’s community standards, facilitators may assist PCCEP in a way that ensures meetings are conducted in a manner that fosters collaborative decision-making and consensus-building, and that they provide a safe and welcoming environment for all. The facilitators will not act as an advocate for any issue, individual, or interest groups.

# Decision-Making and Public Comment

Meetings will be conducted to foster collaborative decision-making. Decision-making is subject to quorum and voting requirements.

The public will be given the opportunity to provide comments prior to any vote.

# Removal of Members and Resignations

* 1. **General**

The Mayor, after consultation with PCCEP staff, has discretion to determine when PCCEP members are no longer fit to serve on the committee. If a member is removed or asked to resign, PCCEP may request a meeting with the Mayor.

The Bureau of Human Resources may also remove a member if that member violates human resources rules applying to public officials.

# Automatic Removal for Non-Attendance

PCCEP members are encouraged to give prior notice when missing a meeting. Any member who misses four or more meetings within a 12-month period without prior notice to PCCEP staff will be removed.

Any member who misses 8 or more meetings in a 12-month period, regardless of prior notice, will be removed.

PCCEP staff will record attendance at all PCCEP committee and subcommittee meetings. If a member misses a meeting, PCCEP staff will check in with the member to support them in attending future meetings.

Removal from the PCCEP for attendance reasons does not preclude a person from applying to the PCCEP at a later time.

# Reasons for Removal

The Mayor, after consultation with the Council, PCCEP staff, and PCCEP Co-Chairs (absent a conflict of interest), has discretion to determine when PCCEP members are no longer fit to serve on the Committee. PCCEP asks the Office Liaison to advise the member privately that they are subject to removal, to inform the member in writing that they have been removed from PCCEP, and then to notify PCCEP staff that they have informed the member about their removal.

# 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 Project Manager in writing (preferred) or verbally. Members are encouraged to complete the Resignation Form and submit to PCCEP staff, and to participate in an exit interview with PCCEP staff.

# Officers

* 1. **Positions**

The officers of PCCEP shall include two Co-Chairs, whose term is one year.

# Selection

PCCEP will select new Officers annually as soon as practicable after September 1. No member may serve in the same Officer position for more than two years in a row.

# Resignation

An Officer may vacate the position for any reason. That member will continue to participate as a full PCCEP member. PCCEP will fill a vacant Officer position as soon as practicable.

# Duties

Officers will be responsible for conducting PCCEP meetings. Officers remain voting members of PCCEP. PCCEP co-chairs will preside at all meetings.

Co-chairs will encourage full and safe participation by everyone, assist in the process of building consensus, and ensure all participants abide by PCCEP’s operating procedures.

The Co-Chairs, Office Liaison, and PCCEP staff will serve as liaisons between PCCEP members and the City. Collaborating with PCCEP members as well as the facilitator(s) and PCCEP staff, and in support of the PCCEP project plan, Officers will develop meeting agendas, propose the establishment of subcommittees to the full Committee if needed, and ensure an efficient advisory process.

Co-chairs will be responsible for meeting with PCCEP staff to set agendas in support of the PCCEP project plan.

# SSubcommittees

PCCEP may divide its members into subcommittees.

Subcommittee meetings shall be public meetings and are subject to the notice and public access requirements to the same extent as meetings of the full PCCEP.

Each subcommittee shall have a member serving as Chair, selected by the full PCCEP membership. The Co-Chairs of the full PCCEP shall not also serve as Chair of a subcommittee, and no member can serve as Chair of multiple subcommittees. Each PCCEP member shall become a member of at least one, and no more than two, subcommittees.

Subcommittee members shall vote to approve action items to be forwarded to the full PCCEP.

A quorum of subcommittee members is necessary to refer action items to the full committee for PCCEP consideration and vote. Subcommittees are not required to have a quorum to meet or to deliberate.

# Positions

# Each subcommittee will have one Chair.

# Selection

# PCCEP will select subcommittee Chairs annually, as soon as is practicable after the selection of PCCEP Co-Chairs.

# Duties

Subcommittee Chairs will be responsible for developing subcommittee meeting agendas in collaboration with subcommittee members and facilitator(s), and ensuring an efficient advisory process. With the aid of the PCCEP Project Manager, subcommittee Chairs will be responsible for meeting with full-committee Co-Chairs to set agendas in support of the PCCEP project plan.

# Respect the group

* Hold to time agreements.
* Avoid being argumentative or engaging in other disruptive behavior.
* Address conflicts in private, not in the group.
* Unacceptable behavior such as publicly subjecting members to false allegations and/or bullying will not be tolerated.

# Conflict Resolution

If there is a conflict or complaint between members that they are unable to resolve between themselves, or of any member who has a general complaint, here are steps for possible resolution:

1. Members can reach out to Officers to discuss concerns and possible resources for conflict resolution or mediation between members.
2. Members can reach out to PCCEP staff for resources for possible mediation between members. PCCEP staff can also meet with each member to discuss issues at depth, or advise about required improvement in interactions and personal behavior. If behavior continues staff can begin process to remove member from PCCEP.
3. Members can reach out to the Office Liaison for a meeting with staff to discuss concerns and next steps.

Notwithstanding these conflict resolution steps, any member or staff who believes they have been subject to harassment or discrimination during to their involvement with PCCEP may complain directly to the Bureau of Human Resources, the Director of the Community Safety Division, or PCCEP’s Project Manager.

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# Communications

Members agree that transparency is essential to all deliberations. In that regard, PCCEP members will notify PCCEP staff before communicating on behalf of the PCCEP as a whole.

Media inquiries to PCCEP must first be directed to the PCCEP Co-Chairs, who may delegate the media response to another member or to staff. Co-chairs will coordinate with staff prior to responding to media. PCCEP members are required to copy PCCEP staff on all written communications from or to media commenting on PCCEP’s work.

# Public Meetings and Records

Meetings of the PCCEP and subcommittee meetings are open to the public and will be conducted as provided in these bylaws, under provisions that are generally consistent with Oregon Public Meetings Law (ORS 192.610-690). The City will provide notice and will post meeting materials. (See “City Role,” above.)

PCCEP members and community members may participate in meetings through telephone conference calls or videoconferencing, when available. When meetings are held by videoconference, PCCEP will ensure that a telephone/audio line is available, and will post videos of the meeting and transcripts, if available, online. Accessibility is important to PCCEP, and Committee and community members may request accommodations from PCCEP staff.

All PCCEP records, including formal documents, discussion drafts, meeting summaries, and exhibits are public records.

Communications among members related to the subject matter of PCCEP 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.

# Amendment of Bylaws

PCCEP may decide to amend these bylaws. Amendments must be consistent with the PCCEP Plan.

1. This title reflects the individual’s role, and may not match their official job title or classification. [↑](#footnote-ref-2)
2. See note 1. [↑](#footnote-ref-3)
3. See note 1. [↑](#footnote-ref-4)