

Proposed Process for Recommendation Proposal from the Public

- 1) .Email a brief description of the recommendation proposal to PCCEPinfo@portlandoregon.gov. You will receive a confirmation email that your proposal is received within 48 hours. Persons without access to email and or internet can turn in handwritten or oral recommendations to PCCEP staff or committee members.
- 2) PCCEP staff will email proposals to the steering committee within 48 hours of receiving the proposal and CC the other PCCEP committee members. PCCEP steering committee will announce all received proposals and then forward recommendations to most relevant subcommittees at the next steering committee meeting. Proposals submitted within 48 hours of an upcoming steering committee meeting can be deferred to the following meeting.
- 3) Within 14 days, a list of recommendations received will be posted on the PCCEP website in the PCCEP Public Recommendation Log, along with the contact person on the relevant subcommittee where it will be discussed.
- 4) After a recommendation is assigned to a subcommittee by the steering committee, that subcommittee will consider the proposal at its next monthly meeting. The subcommittee will then decide whether to take on the proposal or not and notify the steering committee of its decision within 48 hours of the meeting. The notification should include a brief explanation of its decision.
- 5) PCCEP staff will invite people who make proposals to the meeting where their proposals will be discussed.

- 6) If the subcommittee decides not to take on a proposal, that decision will be announced at the next steering committee. The proposal is no longer considered active. The author of the proposal can choose to rework proposal and resubmit at a future meeting..
- 7) PCCEP staff will keep people who make recommendations updated on the status of their proposals, and the status will be noted on the PCCEP Public Recommendation Log.
- 8) Subcommittees should aim to bring forward recommendations to the full Board in a timely manner.

Proposal to Change the By-Laws to Facilitate Board Decision-Making

Given the likelihood that a few members of the Board will be absent from Public Board meetings, it has proven cumbersome to require 7 votes to pass a recommendation (see August meeting). This proposal seeks to change the rules for voting to make the Board a more effective decision-making body.

- 1) A quorum of seven Board Members must be present at Board meetings to vote on motions.
- 2) Motions will pass with a vote of the majority of Board members present at that meeting.