



BYLAWS FOR CITY ADVISORY BODIES

Northwest Parking District Stakeholder Advisory Committee

- I. The NW Parking Stakeholder Advisory Committee (SAC) Body was created on August 7, 2013 by City Council Ordinance No. 186191. The SAC began meeting in 2014.

The advisory body for the NW Parking District Management Plan was originally directed to be formed as a Transportation Management Association (TMA) on December 12, 2012 by City Council Ordinance No. 185805 and Resolution No. 36984. City Council Resolution No. 37026 amended the plan in City Council Resolution No. 36984 and replaced the planned TMA with a Stakeholder Advisory Group on July 31, 2013.

A. Purpose

The Northwest Parking District Stakeholder Advisory Committee's advises Portland Bureau of Transportation staff and Bureau Director. The SAC's mission is to advise the City on transportation and parking issues in NW and support a full range of transportation options within the context of neighborhood livability and economic vitality with the goal of efficiently managing parking and reducing reliance on the single-occupancy automobile.

Objectives

- Support the economic vitality of the district and support efforts to maintain a friendly atmosphere for visitors.
- Promote traffic safety through traffic calming and improvements to the pedestrian environment.
- Consistent with Policy 4 of the NW District Plan, create a limited supply of additional off-street structured parking to support Northwest's vibrant main streets.
- Increase awareness of and promote transit and alternative transportation options for Northwest residents, employees, and visitors.
- Increase walking, bicycling and transit use by employees, visitors, and residents
- Determine and effectively manage opportunities for shared off-street parking.
- Advise the City on the use of the community's share of on-street parking revenues.
- Reduce auto trips by employees, visitors, and residents to, from, and within the neighborhood.

- Develop baseline travel and parking behavior data, define measures of success, monitor travel behavior, and provide ongoing accountability.
- Advise the Bureau of Transportation on matters related to pay parking, permit parking program operations and event-day management.

The mission and activities of the SAC are intended to implement City and neighborhood land use and transportation goals, objectives, and policies, and to provide guidance for the development of more detailed projects, programs and activities. Pay station revenue may assist in funding SAC’s programs and projects that implement the organization’s mission and objectives.

Revenue Allocation

The allocation of pay station parking revenue shall conform to the City of Portland Parking Meter Policy, adopted January 1996, and the NW District Parking Management Plan, adopted March 2012. Fifty-one percent of net meter revenue derived from the District will be allocated through the City budget process for projects, programs and services within the District that support transportation policies and objectives.

Annually the SAC will review and rank a list of transportation and parking related projects, programs and services for implementation in the district. This ranked list will be used to advise the City. Any unexpended funds may be carried over to the next year for use on future projects, policies or services.

Permit Surcharge

In December 2016 Council passed ordinance 188173 that allowed NW to develop a pilot program to implement additional tools to manage on-street parking. The additional tools include: Permit surcharge fee, capping the total number of permits issued, limiting annual issuance of employee and residential permits and annual TDM surveys. The surcharges will go back in the Northwest District for TDM Measures.

All parking Permit Surcharge Revenue (PSR) dollars collected are public funds. All programs and projects funded by surcharge funds will be evaluated against the city’s adopted Equity goals and strategies with the goal to alleviate transportation burdens on low income, underserved communities and communities of color.

Permit Surcharge Revenue shall be used to encourage mode shift away from single occupancy vehicles. The PSR shall be used for TDM outreach programs and regularly scheduled on-street parking data collection and analysis and capital projects. PBOT leads the data collection effort with input from the SAC. The SAC uses the data collection and analysis to determine if any parking management changes are needed to improve the function of the system and makes recommendations to PBOT.

B. Sponsor Bureau: Transportation

C. Bureau liaison/title: NW Parking District Liaison

D. Advise to PBOT NW Parking District Liaison & Bureau Director

II. City Role

The Bureau of Transportation will provide the Committee with staff and material resources sufficient to support its mission.

- Technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Body.
- Provide meeting agendas, summaries and materials.
- Provide an annual report of revenue and expenditures to the SAC.
- Monitor and report on travel behavior and parking management in the District.
- 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.

III. Frequency of Meetings

The Body shall meet at least 12 times each calendar year, typically once a month, and as otherwise necessary to conduct its business. Meetings shall be conducted in accordance with the operating procedures specified herein.

IV. Membership and Term

Members of advisory bodies are public officials. They should 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 13 seats for three years;

The following Committee structure has been approved:

Both the NW District Association and the NW Business Association (formerly known as Nob Hill Business Association) get 4 seats each, and there will be 5 at-large members. All representatives must live, work or own a business or property in the neighborhood. NW District Association (NWDA) and NW Business Association (NWBA) will nominate representatives from their organizations. As required by the Office of Community & Civic Life, all NWDA and NWBA applicants must go through the same application process and evaluation process as applicants who apply for at-large seats.

B. Terms (select one)

- Staggered terms beginning October 1 and ending September 30
- 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.
3. Members interested in continuing service beyond eight years must sit out for one term of three years before reapplying to serve on the same advisory body. A member cannot serve more than 12 total **non-consecutive years**.

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). The NW Parking District SAC advises the PBOT bureau director.

D. Quorum

Majority: 51% or greater number of seats.

E. Voting

- Majority of seats per ORS 174.130
- Majority of quorum present per the authority of N/A

The decision-making process for the SAC will primarily be consensus driven. Through a process of discussion and compromise, consensus decision-making will enable the group to reach a final decision that everyone could support. If the group finds it impossible to find a fair solution that has the consent of all parties, the group may decide to state all positions for the record and then call for a vote. Following Robert's Rules of Order, a member of the group proposes a certain solution or action. The motion requires a second and must be stated by the chair before discussion can start. After discussion, there is a call for a vote. Proxy/absentee voting is not allowed.

V. General Operating Procedures

A. Disclosure of Conflicts of Interest

- 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.

VI. Removal of Members and Resignations

A. All members serve at the pleasure of the Elected-in-Charge of the Bureau (for bodies advising council) or Bureau Director (for all other bodies) 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 or Elected-in-Charge of absences, who in turn informs the member in writing that they have been removed as a member of the Body.
- For any other reason: By Elected-in-Charge or Bureau Director: 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.

VII. Officers and Subcommittees

The presiding officers of the Body may consist of a Chairperson (Chair) and a vice-chairperson and will act as designated leadership appointed by the Bureau Director. The chair terms can serve be up to four years. and chairs may opt to renew once.

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 Bureau 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 Chair and 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 Bureau 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.

Subcommittee meetings of the NW Parking District Stakeholder Advisory Committee will follow 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 majority of the subcommittee (51% of the number of members).

VIII. 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.

All members play a role in efforts to achieve a successful meeting. As such, each member agrees to the SAC's meeting ground rules and participation norms.

IX. Communications

Members agree that transparency is essential to all deliberations. In that regard:

- 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.

- Advisory body members are required to notify City staff liaison of verbal or written communications with interest groups that are relevant to the body of work of the committee 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. **Please see “Oregon Government Ethics Law - A Guide for Public Officials” for clarification.**
- **Communications Media**

If members of the committee are contacted by the media for a quote or statement as a representative of the NW 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.

X. 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. **Please see “Oregon Government Ethics Law – A Guide for Public Officials” for clarification.**

XI. Amendment of Bylaws

The Body may vote to recommend to the Elected-in-Charge (or the Bureau Director, in the case of Type III advisory bodies) amendment or repeal of these Bylaws. The Bureau may also recommend changes to the Elected-in-Charge (or the Bureau Director). The Elected-in-Charge (or 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, NW Parking District Liaison,
On October 9, 2019

Approved by: NW Parking SAC Members on October 16, 2019

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

Amended by: Stanley Ong, Parking Program Specialist, on January 30, 2022.

Approved by: **Tara Wasiak** Digitally signed by Tara Wasiak
Date: 2023.04.11 13:55:25 -07'00', on **04/11/2023**.
(Elected/Bureau Director) (date approved)