



## **Portland's Housing Bond Oversight Committee**

### **Charter and Protocols**

#### **I. PURPOSE AND ROLES**

The purpose of establishing Portland's Housing Bond Oversight Committee (BOC) is to comply with the intent and purpose of the Portland City Council when they referred Measure No. 26-179 for voter approval wherein the measure stipulated that a five (5) member independent oversight committee will review bond expenditure; provide annual reports.

The BOC's role is to:

1. Monitor revenues, expenditures, and program/project implementation in accordance with the Framework Plan (<https://www.portlandoregon.gov/phb/article/659537>) developed by the Housing Bond ("Bond") Stakeholder Advisory Group, as adopted by City Council;
2. Review program priorities, spending, and financial plans;
3. Oversee the administrative and financial aspects of the Bond with assistance from staff from the Office of Management and Finance (OMF), City Attorney, and the Portland Housing Bureau (PHB);
4. Track metrics in the implementation of the Bond against the PHB's adopted Racial Equity Plan (<https://www.portlandoregon.gov/phb/article/653143>);
5. Monitor utilization of Disadvantaged, minority, women and emerging small business (DMWESB) to support community benefits;
6. If needed, make recommendations to City Council to refine the policy framework plan;
7. Oversee annual financial and performance reporting to be used to provide data for annual community forums;
8. Provide an annual report to City Council.

#### **A. Bond Oversight Committee Duties and Responsibilities**

Members of the BOC agree to fulfill their responsibilities through attending and participating in quarterly meetings, studying and examining the available and provided information, and providing input to the Housing Commissioner and Housing Bureau Director. Members agree to participate in good faith and to act in the best interests of the group and its charge. Additionally, members should be free of material conflicts of interest and the appearance of impropriety.

Members are expected to consider a range of issues and options to address them, discuss the pros and cons of the issues and options presented, and seek to develop recommendations reflecting the group members' thoughts.

Member responsibilities include:

- Review background materials and analysis to understand the issues to be addressed during committee meetings;
- Work collaboratively with one another and staff to explore issues and develop recommendations;

- As requested, attend public meetings and events to hear directly from members of the public; and
- Consider and integrate general public input, as appropriate, into the recommendations and oversight responsibilities.

## **B. Membership and Term**

As an appointed member of this oversight body, membership and terms are at the discretion of the appointing City Councilor. The membership is aimed at representing a diversity of background, viewpoints, skill sets and areas of expertise. The BOC will serve through the implementation of the Bond, estimated for 5-7 years from the date of the committee's first meeting in July 2017. Members must seek City Council approval if they would like to designate an alternate. City Council may remove or replace members at their discretion.

## **C. Chair & Vice Chair**

The BOC will have a designated Chair and Vice Chair position, as selected by the BOC members. The Chair and Vice Chair shall serve for a one-year term. The Vice Chair will act in the absence of the Chair. Should both the Chair and Vice Chair be absent, the present members will select a meeting facilitator.

The Chair will encourage full and safe participation of members in all aspects of the process, assist in the process of building consensus, and ensure all members abide by the expectations for the decision-making process and behavior defined herein. The Chair will also serve as a liaison between the group, Housing Bureau staff, and City Council. Both the Chair and Vice Chair will be consulted as meeting agendas are developed.

## **D. Facilitator Role**

The Housing Bureau may utilize staff members, or contract with an outside facilitator to conduct BOC meetings, to help develop recommendations and produce meeting summaries. The facilitator will act as a neutral party in facilitating a collaborative process and, as such, will not advocate on behalf of any issue, interest group, or member.

When a facilitator is engaged, she or he will both facilitate meetings and provide coordination between meetings. The facilitator will serve as a liaison among members and between the group, staff coordinator and the Housing Bureau. In that role, the facilitator will be responsible for communications with and within the group as well as appraise the Housing Bureau staff of any issues so a response can be given. Information disclosed in confidence will be kept confidential by the facilitator. To the extent issues arise with the process, group members are encouraged to approach the facilitator and/or Chair.

In addition, it is the responsibility of the facilitator to:

- Draft meetings agendas and compile meeting materials in coordination with the staff coordinator and Housing Bureau Director; and in consultation with the Chair.
- 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.

- 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.

Any concerns regarding how meetings are facilitated may be brought to the attention of the Chair and the facilitator in manners and at times that do not disrupt meeting activities, such as during breaks or between meetings.

## **II. OPERATING PROCEDURES**

### **A. Protocols**

All participants agree to act in good faith in all aspects of decision making. This includes being honest and refraining from any actions or undertakings that will undermine or threaten the process in any manner. This also includes behavior outside of meetings. Expectations include:

- Attendance at all meetings. If members are unable to attend, notification of the facilitator, Chair or director is requested. After a missed meeting, the members should contact the facilitator for a briefing. Members who do not attend a meeting may not aim to revisit issues from the missed meeting that were noticed on the agenda and on which discussion was completed at the missed meeting. Members can miss no more than one meeting in a fiscal year, and may be asked to resign if they do.
- Members agree to make every effort to bring all aspects of their concerns about these issues into this process to be addressed.
- Members agree to be respectful at all times of other members, staff, presenters, and public attendees. They will listen to each other to seek to understand the others perspective, even if they disagree.
- Members agree to refrain from personal attacks, intentionally undermining the process, and publicly criticizing or misstating positions taken by any other participants during the process. Any written communications, including e-mails, blogs, and other social networking media, will be mindful of these procedural ground rules and will maintain a respectful tone even if highlighting different perspectives.
- Members are advised that e-mail, blogs, and other social networking media may be considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the facilitator, Chair, or Housing Bureau Director.
- Requests for information made outside of meetings should be directed to the facilitator or staff coordinator. Responses to such requests will be limited to items that can be provided within a reasonable amount of time and are relevant to the scope and function of the BOC.

### **B. Communications**

Members agree that transparency is essential to the group's deliberations. In that regard:

- Members are requested to include the Chair, Facilitator, Housing Bureau Director and staff coordinator in any written communications from/to interest groups (other than a group specifically represented by a member) commenting on the group's deliberations. These communications will be included in the public record as detailed in PHB's Welcome + Agreement Packet (<https://www.portlandoregon.gov/phb/75833>) for Advisory Committee

members and the Guidelines for Volunteer Boards & Commissions provided by the City of Portland Office of the City Attorney;

- Oral communications, including telephone calls and meetings, from and/or with interest groups commenting on the groups deliberation should be summarized by the member and provided to the Housing Bureau Director and Chair for inclusion in the public record and transmittal to the full group. While not precluded from communicating with the media, members agree to notify the Housing Bureau Director, Housing Bureau Public Information Officer, and Chair of all media communications and requests, and coordinate with these parties related to media requests;
  - Members agree to not negotiate through the media, or to use the media to undermine the work of the group.
  - Members agree to raise all of their concerns, especially those being raised for the first time, at group meetings and not in or through any media sources.

### **C. Operating Procedures**

A quorum of the body shall consist of the majority of the full body (3 members).

Expectations for the decision-making process include:

- The Chair or facilitator may initiate or entertain a motion to vote on issues and requested decision points. A quorum of the body (3 members) must be present to proceed with a formal vote process. Members may make motions and seconds. All motions must be seconded to be acted upon. A majority vote (3 members) must be reached for a motion to be affirmed.
- Minority positions will be documented after a vote takes place. Those with minority opinions are responsible for proposing alternative solutions or approaches to resolve differences.
- Members will honor decisions made and avoid re-opening issues once resolved.

### **D. Public Status Meetings and Records**

Meetings are open to the public and will be conducted under the provision of Oregon Public Meetings Law outlined in the *Guidelines for Volunteer Boards & Commissions* document (<https://www.portlandoregon.gov/oni/article/684415>) and training provided by the City of Portland Office of the City Attorney. However, during work sessions, time for public testimony is not required on meeting agendas.

Group records, including formal documents, discussion drafts, meeting summaries and exhibits, are public records and will be archived by an appointed staff member. Communications of the BOC are not confidential because the meetings and records of the BOC are open to the public. “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, and text messages. The personal, private notes of individual members might be considered to be public to the extent they “relate to the conduct of the public’s business,” (ORS 192.410(4)).

All committee members are required to review and sign an agreement to adhere to all public official, public meetings and public records law as outlined in the *Guide for Volunteer Boards and Commissions* provided by the City of Portland Office of the City Attorney. More information and the conflict of interest disclosure form is provided in the Welcome + Agreement Packet for PHB Public Advisory Committee Members.