

CITY OF PORTLAND CHARTER COMMISSION SUBCOMMITTEE CHARTER – COMMUNITY ENGAGEMENT

Background and Purpose

The Charter Commission (Commission) was appointed on December 3, 2020, by the Portland City Council in accordance with the Portland Charter's requirement that a Commission be convened at least once every 10 years (Portland Charter 13-301) to review and recommend amendments to the Charter. The Charter Commission has the authority to delegate work to subcommittees, which will be charged with studying priority issues identified by the Charter Commission and drafting proposed Charter amendments for full Charter Commission consideration.

Subcommittee Charge

This subcommittee is charged with co-creating community education and community engagement strategies for the full Charter Commission that promote transparency and public trust in the charter review process and meaningfully engage Portland's diverse communities.

Timeline & Scope of Work

Charter Commission has decided to approach their work in phases. Phase I includes two concurrent committees on (1) form of government and (2) city council elections. Charter Amendments of phase I anticipates a late June 2022 vote/presentation to Council and a November 2022 ballot. Phase II will include additional committees on topics to be determined and will begin in early 2022 with an anticipated December 2022 vote/presentation to Council and a future ballot. Engagement will be a constant throughout the entire Charter Review process. Commissioners will work with the community, community-based organizations, and Commission staff to co-create education and community engagement strategies that ensures historically underserved populations will be heard so Portland can live up to the Commissions values.

Subcommittee Membership

Charter Commissioners will comprise voting members of the subcommittee. The Commission may engage non-Commissioners in the work of the subcommittee.

Charter Commissioners on the subcommittee will designate at least one member of the subcommittee to serve as chairperson of the committee or may elect to designate two members to serve as co-chairpersons of the committee.

Meeting Frequency

- **Terms of service.** Committee membership is through December 2022. The committee will be dissolved upon issuance of the Charter Commission's final presentation to City Council.

- **Attendance.** The committee will meet no less than monthly. In the interest of maintaining continuity in discussions, members commit to attending all meetings unless they are prevented from doing so by reasonable excuse. Committee members will notify staff ahead of meetings if they are unable to be present, and will read materials and request briefings from staff on information presented, deliberations and outcomes of the meeting.

Voting and Decision-Making

- Only Charter Commissions may vote.
- Subcommittees require a simple majority to conduct business. Subcommittees will use modified consensus decision making. If consensus cannot be reached, the affirmative vote of a simple majority of those present – fifty percent (50%) plus one (1) – will prevail.
- The subcommittee will make decisions using modified consensus. If no consensus is reached, a roll call vote will be taken. Minutes will reflect each Commissioner’s position.
- In the interest of encouraging robust discussion and full participation, absentee voting and proxy voting is prohibited.

Working Agreements

The subcommittee will utilize the same working agreements as decided by the full Charter Commission. These working agreements are as follows:

As a Commission, we agree to approach this work with honesty, openness and willingness to work together. This includes building trust and assuming good intentions in others and ensuring that our behavior supports a successful process. We will work with each other and the project staff team to address issues as they arise, utilize tools to ensure clear communication and robust participation, and meet the communication needs of members. This set of working agreements will help guide our process and will be a living document that we can revisit as needed (with the agreement of a majority of the group).

Our expectations of each other include:

1. In discussions, challenge ideas rather than individuals
2. Approach different opinions with curiosity, seek to understand
3. Keep the needs and concerns of the local community and the larger region at the forefront of the work
4. Arrive on time and prepared (to the best of your ability). Let the group know if you are unable to attend a meeting
 - a. The facilitator and co-chairs will aim to incorporate tools for ‘breathers’
5. Keep multi-tasking to a minimum
6. Keep focus on the objectives of the meetings, utilize facilitators to note additional topics for discussion
7. Honor the decisions of the group
8. Contribute to the overall success of the group by finding ways to participate that best meets your needs

9. Embrace conflict and work with your fellow Commissioners, staff and the facilitator to find ways to give each other feedback
 - a. The facilitator and co-chairs will aim to incorporate various feedback tools
10. Use “I” statements

Additional Roles and Responsibilities

- **Chair:** A chairperson (or co-chairs) will be selected to provide leadership for the subcommittee. The Chair(s) support the facilitator’s role to lead discussions and keep the committee to time/task, collaborate with staff and facilitator on meeting agendas, and encourage modified consensus decision making.
- **City staff:** Staff will support subcommittee meetings, including scheduling and hosting meetings (expected to be virtual, but potentially moving to in-person meetings). Staff will also provide expertise and information as needed to support subcommittee discussion and deliberation.
- **Facilitator:** A third-party facilitator will assist the subcommittee to ensure that meetings are efficient and meaningful. The facilitator will be responsible for ensuring that meeting protocols are followed, everyone has an opportunity to participate, and setting an agenda for the meetings.

Accountability

- All committee meetings and materials will be available and accessible to the public, and appropriate notice will be given of the time, place and agenda of each meeting. Committee meetings will be recorded.
- Committee members are considered public officials under Oregon law and are responsible for complying with provisions in Oregon law.
- In addition to the public comment received at full Commission meetings, the committee may take written and verbal public comment.