



Tom Rinehart
Chief Administrative
Officer

Ted Wheeler
Mayor

CITY OF PORTLAND
**Office of Management
and Finance**
1120 SW 5th Avenue
Portland, OR 97204

P: (503) 823-1182
F: (503) 823-5384
TTY: (503) 823-6868
portlandoregon.gov/omf

**Charter Commission
Bylaws Work Session**
February 2, 2021

MINUTES

Start Time 5:05PM

Attendees

- Charter Commissioners: Debra Porta, Melanie Billings-Yun, Anthony Castaneda, Dave Galat, Amira Streeter, Steven Phan, Becca Uherbelau, Yasmin Ibarra, Bryan Lewis
- Staff: Julia Meier

Purpose & Background

The purpose of this meeting is to establish a process and timeline for a small group of Charter Commissioners to create draft bylaws for the consideration of the full Charter Commission.

The City is in a procurement process for a Charter Commission facilitator. While we finalize the facilitator contract process, Charter Commissioners have identified early work areas that we can jumpstart: retreat planning, relationship building, and bylaws drafting. Charter Commissioners volunteered for these early work areas. Today's meeting is the group of Charter Commissioners who opted into bylaws drafting. Convening the Charter Commission is not dependent on this group's work.

Discussion

- Bylaws drafting and adoption are an opportunity for this Charter Commission to define its own ways to conduct itself.
- The Office of Community & Civic Life provided a bylaws template for public advisory bodies to assist in the drafting of bylaws. The Charter Commission does not have to use this template, but it is provided as a guide. Staff also provided charter language about the Charter Commission that may also be relevant for bylaws drafting.
- Staff is trying to track down the records from the previous Charter Commission including its bylaws. Records will be distributed as they become available. Charter Commissioners will be given the opportunity to meet with past Charter Commissioners to learn about their charter reviews.
- As small groups draft bylaws sections, they should consider which portions of their sections are matters of public significance. It may be valuable to invite public comment on those sections.

Next Steps

- Julia will schedule the next work session for early March. The goal of that meeting will be to agree to bylaws to send to the full Charter Commission for its consideration. An agenda with intended outcomes will be sent out ahead of the meeting.
- Melanie will schedule one-on-ones with Bryan, Yasmin and Dave.



An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

- Small groups draft bylaws sections, identify issues of public significance, and distribute their work to the group one week before the next work session. The Charter Commissioner identified as the lead will be responsible for bringing their small group together.
 - Purpose and what is not included: Steven Phan (lead) and Melanie Billings-Yun
 - Meetings, membership, officers, subcommittees: Anthony Castaneda (lead), Becca Uherbelau, and Bryan Lewis
 - Procedure and communications: Amira Streeter (lead), Yasmin Ibarra, Dave Galat, and Debra Porta
- Julia will publish these meeting minutes on the Charter Commission webpage.

End Time 6:15PM



An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.