

# CITY OF PORTLAND CHARTER COMMISSION

## BUREAU & OFFICE PROPOSED AMENDMENTS SUBCOMMITTEE CHARTER

August 2022

### 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 Commission's bylaws allow the Commission to divide its members into subcommittees authorized to act on behalf of the full Commission for an assigned purpose.

On June 30, 2022, the Charter Commission identified three priority topics for phase II consideration:

1. Climate and environmental justice
2. Bureau-proposed amendments and technical clean-up
3. Expansion of voting rights

The Commission decided to form subcommittees around each prioritized topic. The creation of a subcommittee does not mean that the Commission will ultimately refer a ballot measure or measures to Portlanders nor does the initial topic selection prevent the Commission from identifying additional topics for review.

This charter is for the Bureau-proposed amendments & technical clean-up Subcommittee.

### Subcommittee Charge

This subcommittee is charged with studying a priority topic identified by the Commission – the bureau proposed amendments and consideration of technical fixes to the City Charter – and making recommendations to the full Commission for its consideration.

With the full Commission's approval, the subcommittee may choose to address additional topics.

### Timeline & Scope of Work

The Charter Commission's phase II timeline is built around the December 3, 2022, term end date for the Commission. We anticipate the subcommittee's work to align with the below timeline, but nothing prevents the subcommittee completing some or all of its work earlier or possibly not moving a recommendation forward at all.

- **Committee inception through August 2022.** Subcommittee reviews public input, conducts research, meets with experts and stakeholders to gather input, and serves

as liaison to provide stakeholders with information, materials, and tools to engage.

- **September 2022.** Subcommittee develops recommendations for community input, participates in listening sessions, and revises recommendations based on input.
- **October 2022.** Early-October, subcommittee presents recommendations to full Commission for its consideration. Commission votes on recommendations to send to the City Attorney's Office for charter amendment drafting. Mid-October to early November, subcommittee reviews City Attorney's Office drafts of any proposed charter amendments.
- **November 2022.** Post-election, Commission releases any proposed charter amendments; hold public hearings; reconvene Commission to deliberate based on public input.
- **December 2022.** Final vote of the Charter Commission.

## 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 subcommittee or may elect to designate two members to serve as co-chairpersons of the subcommittee.

## Meeting Frequency

- **Terms of service.** Commissioners' terms end on December 3, 2022. The subcommittee may be dissolved by the Commission at any will be dissolved no later than the expiration of Commissioners' terms.
- **Attendance.** The subcommittee 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. Subcommittee 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 Commissioners 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, then the subcommittee will take a roll call vote. 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) facilitate most subcommittee meetings, lead discussions and keep the subcommittee to time/task, collaborate with staff on meeting agendas, and encourage modified consensus decision making.
- **City staff:** Staff will support subcommittee meetings, including scheduling and hosting meetings. Staff will also provide research and information as needed to support subcommittee discussion and deliberation.
- **Facilitator:** A third-party facilitator will sometimes 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 subcommittee 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. Subcommittee meetings will be recorded.
- Subcommittee 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 subcommittee may take written and verbal public comment.