Sustainability and Climate Commission

District representation outreach

Purpose: In small groups by district: identify what matters most in your district for climate action and begin building a relationship with your district Council offices and socialize the Climate Action Plan (CAP) development workplan. Staff are available to help you practice before meeting with Councilors and will send suggested talking points via email based on the workplan pdf for you to use during the meeting.

Outcome: One email to your district's Council representation, sent by one member of your group.

Time: 45 minutes, in small groups by district
Part 1: Introductions and roles (5 minutes)
Part 2: Discuss district considerations (20 minutes)
Part 3: Draft email to district's Council representation together using template (15 minutes)
Part 4: Confirm next steps - who sends, to whom, and by when (5 minutes)

Part 1: Introductions and roles (5 minutes)
Introductions: Name, pronouns, neighborhood in/connection to district

Roles - Choose one person as:

- Notetaker – to take notes during this activity;
- Email sender – to send the email to district's Council representation;
- Follow up scheduler – to follow up with Commissioners in this small group to schedule meeting with Council offices based on Council offices' responses
- Reporter – to follow up with Commission staff about meetings with Councilors (any information, questions, etc.) to then share out with the full Commission

Part 2: Discuss district considerations (20 minutes)
Discuss and take notes. Reference: https://www.portland.gov/council/districts

1. **What are unique geographic, socioeconomic, and community considerations for your district?** (Think: heat exposure, tree canopy, flood risk, housing stock, transit access, industrial areas, language communities, displacement pressure, etc.)

2. **What are the most important issues for your district?**

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Part 3: Email to your district Councilors (15 minutes)
Directions:

- Pick **one person** in your group to send the email
- Draft email according to template below
- Send to your Councilors and their staff
- Copy your fellow district Commissioners and **sccinfo@portlandoregon.gov**
- Attach the CAP workplan pdf

The email should include:

- Introduce yourselves: names and that you serve on the Sustainability and Climate Commission representing district [#]
- Appreciation for their service to the district
- 1-2 sentences about the CAP workplan
- 1-2 sentences about your district's specific considerations (from Part 1)
- Offer meetings to discuss CAP workplan pdf

An example:

Subject: Meeting Request: District [#] Commissioners on the Climate Action Plan workplan

Dear District [#] Councilors and staff,

We are Commissioners [Name], [Name], and [Name], and we serve on the City's Sustainability and Climate Commission representing District [#]. Thank you for your service to our district and your work on behalf of our communities [insert any specifics].

The Commission is currently reviewing the workplan for Portland's next Climate Action Plan, which will guide the City's climate work over the coming years. The attached workplan outlines the process and timeline for the plan's development, and potential City Council touchpoints.

As we begin the workplan, we want to make sure District [#]'s realities are reflected, including [insert specific district considerations discussed in part 2].

We would welcome the chance to meet with you or your staff to walk through the workplan and hear your priorities for the district. Please let us know when works, and we're happy to come to you.

With appreciation,
[Names]
District [#} Commissioners, Sustainability and Climate Commission
Attachment: CAP Workplan (PDF)

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Legal reminder: Oregon Public Meetings Law:

- **Deliberation toward any Commission decision must happen openly, in notified public meetings**, and not in meetings with Councilors, with each other, or over email/text. The legal line is: does the conversation move toward what the Commission will decide or recommend? Outside of public meetings:

You can:	**You cannot:**
Introduce yourselves and describe the CAP workplan	Discuss or signal how the Commission will vote, prioritize, or recommend
Share factual information and district context	Negotiate positions, propose options, or commit the Commission to anything
Listen and collect Councilor's questions and priorities to bring to staff and full Commission	React to Councilor's input with your or your fellow commissioners' views
Coordinate scheduling, logistics, and other non-substantive matters	Use staff, a Councilor, or anyone else as a go-between to relay positions to one another
Talk about publicly available Commission business or previous decisions	Deliberate via side texts, chats, or notes during a public meeting

- **Hold each other accountable:**
  - Listen to one another and pause the conversation if it drifts outside these lines.
  - When in doubt, say "We should pause. This is a conversation for a public meeting."

Part 4: Confirm next steps (5 minutes)

1. **Who sends the email, to whom, and by when.** Recipients should include your district Councilors and their staff, your fellow district Commissioners, and sccinfo@portlandoregon.gov. Attach CAP workplan pdf.
2. **Who follows up on that email response** to schedule time with fellow Commissioners and Councilors.
3. **Who reports back to staff** after those meetings, so staff can share updates, questions, and feedback with the full Commission.

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