Sustainability and Climate Commission

Interim meeting and voting procedures

Quorum: Simple majority

Discussion and questions procedures:

1. The facilitator will indicate when there is time for discussion and questions.

2. When a commissioner would like to speak, they must raise their hand via Zoom to be put into the speaking queue.

3. The facilitator will prompt commissioners to speak in the order of the queue.

4. If a commissioner has already spoken while there are others in the queue that have not, the facilitator will prioritize those who have not spoken yet first.

Voting procedures:

1. Agenda setting: Per Portland City Code Chapter 3.136, the Chief Sustainability Officer sets agendas and items that require Commission voting.

2. Voting procedures:

a. The facilitator will call each agenda item and notify the Commissioners when an agenda item requires voting.

b. The relevant staff or facilitator will provide background on the agenda item that requires voting.

c. The facilitator will then open time for commissioner discussion and questions following the procedures outlined above.

d. When discussion and questions are concluded, the facilitator will call a vote. Commissioners will use a modified consensus decision making process with three options:

i. Affirmative: The commissioner agrees with the proposal.

ii. Stand aside: Affirmative, but with stated and unresolved concerns. The commissioner has concerns with the proposal but is willing to implement it if the proposal moves forward.

iii. No: The commissioner does not agree with the proposal and has serious concerns.

3. Passage: An item passes when the votes casted as “affirmative” and “stand aside” is equal to or greater than simple majority.

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