



Government Transition Advisory Committee: Districts + Council Operations Subcommittee Overview

Background and Purpose

The Government Transition Advisory Committee (Committee) was appointed by the mayor and approved by city council in March 2023. The primary roles of the committee are to ensure implementation is effective and efficient, to serve as the main public engagement body for the transition, and to provide strategic advice to the City.

The Government Transition Advisory Committee has the authority to delegate work to subcommittees. On September 20, 2023, the Committee voted to create a Districts + Council Operations Subcommittee (Subcommittee). The Subcommittee's work will align with the Committee's workplan.

Subcommittee Charge

The Subcommittee is charged with reporting to and developing recommendations for the full Committee on districts and council operations. The Subcommittee will consider fiscal responsibility in its work. The Subcommittee's charge specifically includes:

1. Future council and district operations including
 - a. Council committee structure and procedure,
 - b. Recommendations for standing council committees, and
 - c. How public input is received in a council committee meeting.
2. Future council districts and offices including
 - a. Role of council districts and offices, inclusive of exploring expectations around district/office outreach to the community and constituent relations work. This advice and feedback will help inform future budget choices for funding council offices.
3. Onboarding of new council members
 - a. Recommended schedule of initial topics for work sessions.

With the full Committee's approval, the Subcommittee may choose to address additional topics.

Timeline & Scope of Work

The Committee's timeline is built around the voter-approved charter amendments – geographic-based council elections using ranked-choice voting in the November 2024 election with the new elected officials entering office January 2025 into the new form of government's roles and responsibilities. We anticipate the Subcommittee's work to align with the timeline below.

November 2023 to January 2024: collect and evaluate data and information

February to March 2024: gather input

April to May 2024: draft initial council and district operations recommendations + final onboarding recommendations

June 2024: disseminate initial council and district operations recommendations

July to August 2024: gather more input on council and district operations recommendations

September 2024: finalize council and district operations recommendations



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The timeline will be updated to include facilities for in-district offices when it is available.

Subcommittee Membership

Committee members will comprise voting members of the Subcommittee. The Committee may engage non-Committee members in the work of the Subcommittee.

Subcommittee members will designate at least two members of the Subcommittee to serve as co-chairs of the Subcommittee.

Meeting Frequency

- **Terms of service:** Subcommittee members are appointed for 12-month terms from November 2023 to October 2024. The Committee creates and may dissolve subcommittees.
- **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 attend and will read materials on information presented, deliberations and outcomes of the meeting.

Voting and Decision-Making

- The quorum for the Subcommittee is a simple majority of the number of Subcommittee members.
- All Subcommittee members may vote including alternates. Committee members who are not on the Subcommittee, do not 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, and
 - a roll call vote will be taken with minutes reflecting each member's position.
- Absentee and proxy voting is prohibited.

Working Agreements

The subcommittee will utilize the same working agreements as decided by the full Government Transition Advisory Committee. The working agreements are as follows:

As a Committee, 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). The co-chairs will help us embody these agreements.

Our expectations of each other include:

1. In discussions, challenge ideas rather than individuals; offer constructive suggestions



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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 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
 - a. Utilize co-chairs to note additional topics for discussion by submitting topics in writing via email
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. Step up Step Back - collectively work to ensure that every member who wants to be heard, is heard
10. Embrace conflict and work with your fellow Committee members and staff to find ways to give each other feedback
 - a. The co-chairs will aim to incorporate various feedback tools
11. Use "I" statements

Additional Roles and Responsibilities

- **Chairs:** Co-chairs will be selected to provide leadership for the Subcommittee. The chairs facilitate meetings, lead discussions, and keep the subcommittee to time/task, collaborate with staff on meeting agendas, and encourage consensus decision-making. Chairs may rotate.
- **City Staff:** Staff will support Subcommittee meetings, including scheduling and hosting meetings. Staff will also provide expertise and information as needed to support the Subcommittee's discussions and deliberations.

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 and posted online.
- 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 committee meetings, the Subcommittee may take verbal and written public comment.