

**Bureau Advisory Committee
Office of Neighborhood Involvement
City of Portland**

New Member Orientation Information

Bureau Advisory Committee Regular Meeting Schedule:

On the second Monday of each month

5:30 – 7:00 PM City Hall

Format: Robert's Rules revised for Small Boards (less formal)

Parking: Validation at Smart Park locations, Bus tickets available for public transportation

The Office of Neighborhood Involvement (ONI) was established in 1974 as the Office of Neighborhood Associations (ONA). The office serves as a vital communication link between residents, neighborhoods, and City of Portland bureaus. ONI works in partnership with many organizations including neighborhood associations, their district offices, business associations, other city bureaus, community, and cultural organizations. ONI coordinates the City of Portland's public participation activities through seven district coalition neighborhood offices.

ONI Mission Statement:

"Enhancing the quality of neighborhoods through community participation."

ONI Bureau Values

As we move forward with our work, ONI staff is committed to, and guided by, the following values:

- Advocating for collaborative, fair, and accessible community processes
- Fostering community-centered activism
- Embracing diversity, understanding, and mutual learning
- Communicating in a respectful and timely manner
- Providing service with integrity
- Establishing a climate of equality, respect, and community empowerment
- Promoting a safe and healthy environment for everyone

For more detailed information about the Bureau and City's Neighborhood System, please visit the web site: www.portlandonline.com/oni

Bureau Advisory Committee History and Current Activities:

The BAC is committed to providing a "highest and best-use" venue for the volunteer hours our membership contributes to the organization. We are currently reviewing our functions and policies to see where we can tighten, adjust and renew ourselves, in order to maximize the value of our work.

To date, as a part of this task, we had planned to move the nitty-gritty part of our budget oversight function to a subcommittee of interested members. We hoped this would better utilize our member's varying skills and interests, allow time for deeper analysis by the subcommittee and free up the rest of the BAC to spend time on other areas of responsibility. However, for the last few budget years a larger, more inclusive group of stakeholders has been convened by the ONI Director to work on developing the budget. This group will have the assistance of an outside facilitator. The ONI BAC unanimously supports this endeavor, and BAC members will be participating in the larger group.

In addition to the budget process, we are now taking a deeper look at the roles and responsibilities underpinning our work. Following this section are the current BAC roles and responsibilities, (which can be found on the ONI website) as well as a list of current board members. It is the goal of the BAC that at the end of our own, and the larger city re-visioning process, the committee will work more creatively and productively, to the benefit of both ONI, and the underlying constituencies we all serve.

Current roles, goals and membership:

Our Goal

- To increase citizen involvement in the management of the City's resources.
- To gain an understanding of ONI and the relationship between ONI and the needs of the individuals and organizations who access its services. Also to gain understanding of the other city bureaus – most importantly where those bureaus' needs and opportunities intersect with ONI.
- To provide recommendations to ONI regarding goals, priorities, policies and budgets.

Our Role

- To recommend policy direction for ONI and the city council by:
 - identifying and discussing ONI policies, as well as citywide issues;
 - identifying and discussing activities and projects in which ONI is involved;
 - review of current service levels to determine if they should be continued or changed, including the allocation of limited resources and program cuts.
- To contribute to the presentation of a budget that is responsive to citizen needs by:
 - identifying ONI's objectives and prioritizing budget items that need funding;
 - obtaining citizen input about budget and policy items through review of citizen surveys and meetings;
 - reviewing the current budget to determine if expenses and income levels are over or under the budgeted amounts.
- *To increase citizen access to the budget process by:*
 - increasing citizen participation in the management of city resources;
 - providing a strong communication link between the citizens and elected officials and their staffs.

See List for Current BAC Membership.

Terms of service: one year appointments, effective July 1 – June 30. No term limits.

The total number of BAC members to be counted for quorum is flexed from 15 to 20. Quorum will be met by 51% of BAC membership, within the 15 – 20 membership guidelines.

Neighborhood District Coalition Offices
Funded by and operating in collaboration with ONI

North Portland Neighborhood Services (NPNS) 503 823-4524

North Portland Neighborhood Services is an Assets Based Community Development that works to increase community participation, Build Community Assets, and facilitate community partnerships. Funded through the City of Portland general fund, Metro, and other sources, a small staff provides organizational and resource development and support for: 11 neighborhood associations, Art on the Peninsula, Peninsula Clean-Team, Frente Comun Latinos del Norte de Portland, North Portland Trust Fund, North Portland Enhancement fund, two community based centers (Historic Kenton Firehouse and Overlook House), Interstate Farmers Market, Discover North Portland, Clean-up/Beautification, St Johns Windows Business and Art Coop, Crime Prevention Services, and the North Portland Tool Library.

Northeast Coalition of Neighborhoods (NECN) 503 823-4575

The Northeast Coalition of Neighborhoods, Inc. is a link between citizens in inner northeast and city agencies. The coalition consists of two representatives from each thirteen neighborhood associations and five at-large positions. Funding is provided by the City of Portland, Multnomah County, United Way, Housing and Community Development, Portland Development Commission, and grants from public and private agencies. The Northeast Coalition of Neighborhoods helps transmit information to citizens of inner Northeast; ensures the needs of inner Northeast are heard and helps citizens help themselves to make their community a better place to live.

Central Northeast Neighbors (CNN) 503 823-3156

Central Northeast Neighbors (CNN) is a community-based non-profit coalition of eight neighborhoods in northeast Portland. Each neighborhood of the coalition has volunteer representatives on the CNN Board of Directors and CNN Committees. Central Northeast Neighbors provides assistance in neighborhood involvement, safety and livability, community development and organizing, as well as urban planning. Central Northeast Neighbors including Beaumont Wilshire, Cully, Hollywood, Madison South, Rose City Park, Roseway, Sumner, and Sunderland are building livable communities together since 1985. Please visit our web site at www.cnncoalition.org

Neighbors West/Northwest (NWNW) 503 823-4288

Neighbors West Northwest Coalition (NWNW) is a non-profit corporation founded in 1969. Governed by a board of directors comprised of representatives from each of its ten member neighborhood associations in NW an inner SW, NWNW offers a range of community involvement, communications, administrative and fiscal services to our neighborhoods. We also work to promote productive connections among interested civic activists, community leaders, public partners, local businesses and other institutions within our neighborhoods. Our neighborhood associations are independently organized, and run by volunteers governing their own affairs and advocating for citizen interests with the City of Portland and other government bodies. NWNW itself advocates on public policy matters when unanimously directed to do so by its member associations.

East Portland Neighborhood Office (EPNO) 503 823-4550

The EPNO is the newest coalition in Portland, most of the area it serves was annexed to the City in the last 15 years. It is a City office with operational oversight provided by a committee made up of neighborhood association Chairs. The main goal of the office is to support the operation and projects of the 13 neighborhood associations served by the office by providing technical and clerical assistance. EPNO also produces a quarterly newsletter for the area and supports district-wide committees working on land use, parks, and public safety issues.

Southeast Uplift Neighborhood Program (SEUL) 503 232-0010

Southeast Uplift Neighborhood Program is a non-profit coalition of twenty neighborhoods in southeast and northeast Portland south of Interstate 84. We provide free technical assistance in citizen participation, community development, organizing, and urban planning. Its mission: "To assist the citizens and neighborhood associations of Southeast Portland to create communities which are livable, socially diverse, safe, and vital." Southeast Uplift provides an organizational structure and forum to empower citizens to effectively resolve issues of livability and community development.

Southwest Neighborhoods Inc. (SWNI) 503 823-3161

Southwest Neighborhoods, Inc. is a nonprofit, tax-exempt coalition that provides support services in 17 Southwest Portland neighborhood associations and three business associations. SWNI's mission is to empower citizen action to improve and maintain the livability of Southwest neighborhoods. A board of directors governs SWNI with representation from each neighborhood association and local business association. Operational committees include: finance, personnel, and development.

Program/Standing committees include: crime prevention, schools, land use, parks and community centers, trails, and transportation. Funding is primarily from the City of Portland through an annual contract to perform public information and involvement activities and partially through fundraising efforts. SWNI staff includes: an executive director, a land use specialist, and an administrative assistant. The SWNI office staff is hired and managed by the coalition board.

ONI Programs

Neighborhood Resource Center

The Neighborhood Resource Center (NRC) provides technical assistance to District Coalitions Offices, neighborhood associations, and individual neighbors in an effort to increase public participation in civic issues. We monitor contracts with coalitions, organize community-building events and expand "how to" resources on the ONI web. NRC staff assists neighborhood associations in efforts to develop leadership and build diverse membership. The NRC includes the Disability Program which supports the Portland Citizens Disability Advisory Committee, coordinates the volunteer emergency registry, and engages members of the disability community in local government decision making. In FY2007-08 The NRC also includes the Public Involvement Program that will assist with implementation of BIP#9 recommendations regarding public involvement in the City and coordinates the Public Involvement Standards Commission.

Information and Referral 503 823-4000

The City of Portland/Multnomah County Information and Referral Line is a central source for basic information and referral to city and county programs, services and employees

Livability Programs 503-823-4519

Liquor Licensing 503 823-3092: Responsible for public notification of liquor license applications and in determining whether there is a significant neighborhood opposition on an application. Also coordinates Time Place Manner and temporary sales licenses.

Graffiti Abatement 503 823-5860: Works with concerned neighbors and business owners to identify report and remove graffiti from public and private spaces. Also coordinates enforcement of Graffiti Materials and Sales codes.

Business Support 503-823-3881: Provides focused technical and organizational support to targeted business district associations and provides assistance with business-neighborhood livability issues.

Residential Siting 503 823-2294: This program is designed to address issues, questions and concerns of citizens, neighborhood associations, social service providers and service recipients related to the siting and operations of Community Residential Facilities in Multnomah County.

Resolutions NW contract 503 595-4890: Helps resolve conflicts and build agreements between neighbors, landlords, tenants, community groups and businesses.

Crime Prevention 503-823-4064

Crime Prevention Administrators/Coordinators are non-police, professional problem solvers and community organizers. They are situated throughout the city and work primarily out of the seven district coalitions and neighborhood offices. The specialist serve as a vital link between the community and police to problem solve crime and livability issues.

Operations 503-823-2294

This is the administrative core of ONI. This section ensures bureau activities, processes, operations, and policies are in compliance with federal and state employment law as well as internal policies, procedures, and rules. The section provides counsel and direction to staff and management in the areas of supervision, employee/labor relations, performance management, discipline/grievances, recruitment and selection, wage and our law, classification and compensation assignment, and training/staff development and records. Acts as the bureau's city EEO representative and coordinates the activities of ONI's Diversity Committee. Finally this section is responsible for all aspects of ONI's budget and accounting functions.

Elders in Action 503 823-5269

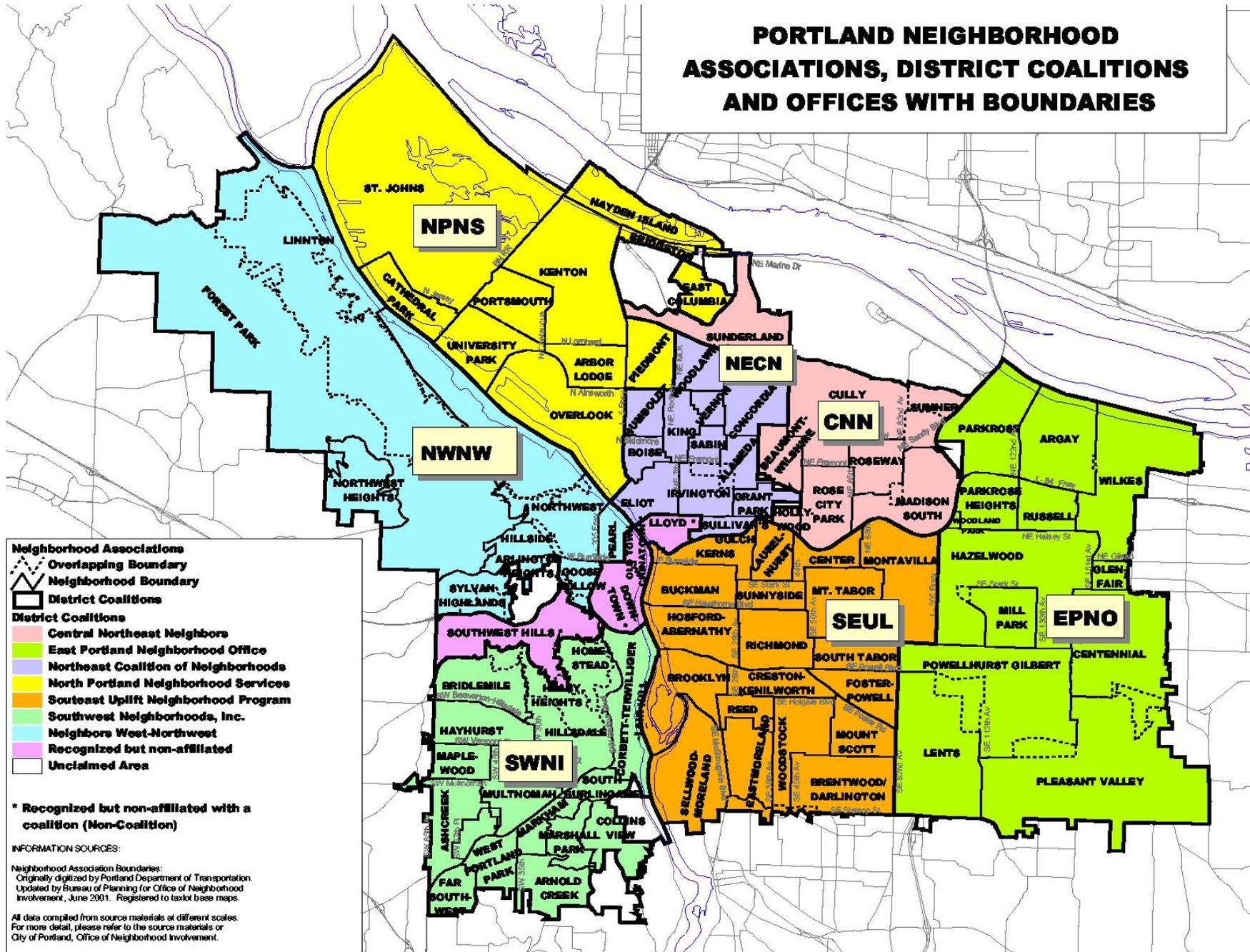
A nonprofit organization; the mission is "To assure a vibrant community through the active involvement of older adults". The organization represents the interest of seniors in the Portland metropolitan area through volunteer-driven programs.

Robert's Rules of Order Newly Revised 10th Edition – Procedure in Small Boards

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to questions, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
- The chairman need not rise while putting questions to vote.
- The chairman can speak in discussion without rising or leaving the chair and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present); he usually can make motions and usually votes on all questions.

PORTLAND NEIGHBORHOOD ASSOCIATIONS, DISTRICT COALITIONS AND OFFICES WITH BOUNDARIES



Neighborhood Associations

- Overlapping Boundary
- Neighborhood Boundary
- District Coalitions

District Coalitions

- Central Northeast Neighbors
- East Portland Neighborhood Office
- Northeast Coalition of Neighborhoods
- North Portland Neighborhood Services
- Southeast Uplift Neighborhood Program
- Southwest Neighborhoods, Inc.
- Neighbors West-Northwest
- Recognized but non-affiliated
- Unclaimed Area

* Recognized but non-affiliated with a coalition (Non-Coalition)

INFORMATION SOURCES:
 Neighborhood Association Boundaries:
 Originally digitized by Portland Department of Transportation.
 Updated by Bureau of Planning for Office of Neighborhood Involvement, June 2001. Registered to taxlot base maps.

All data compiled from source materials at different scales.
 For more detail, please refer to the source materials or City of Portland, Office of Neighborhood Involvement.