

ONI Guidelines – Existing

Approved by City Council - January 7, 1998

OFFICE OF NEIGHBORHOOD INVOLVEMENT Guidelines for Neighborhood Associations, District Coalitions, Business District Associations, Communities Beyond Neighborhood Boundaries, Alternative Service Delivery Structures, and the Office of Neighborhood Involvement

Adopted by City Council, January 7, 1998

NOTE: The order of the original guidelines has been altered in many sections so as to line up with proposed language to make comparisons easier.

No purpose statement

I. DEFINITIONS

NEIGHBORHOOD ASSOCIATION (NA)

A "neighborhood association" is a group of people organized for the purpose of considering and acting upon any of a broad range of issues affecting the livability and quality of their neighborhoods. A neighborhood association normally functions as a non-profit organization or is incorporated as a non-profit.

RECOGNIZED NEIGHBORHOOD ASSOCIATION

A "recognized neighborhood association" is one which: (1.) meets the minimum standards of the City of Portland Code (Chapter 3.96) and applicable guidelines adopted by the Office of Neighborhood Involvement and (2.) is currently recognized by the Office of Neighborhood Involvement.

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OFFICE OF NEIGHBORHOOD INVOLVEMENT Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement.

Updated through May 2005

SECTION I: Purpose

I. PURPOSE

These Standards create a framework by which the people of the City of Portland may effectively participate in civic affairs and work to improve the livability and character of their Neighborhoods and the City. These Standards set out the basis for City recognition of Neighborhood Associations, District Coalitions, and the responsibilities and benefits accruing thereto. These Standards also set out the basis for city acknowledgement of Business District Associations and the responsibilities accruing thereto. These Standards also set out the functions, duties and responsibilities of the Office of Neighborhood Involvement.

II. DEFINITIONS

- A. **Neighborhood:**** A geographically contiguous self-selected community.
- B. **Neighborhood Association:**** An autonomous organization formed by people for the purpose of considering and acting on issues affecting the livability and quality of their Neighborhood, formally recognized by the Office of Neighborhood Involvement, and subject to these Standards.

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ONI formally recognizes the neighborhood associations with a "Letter of Recognition" which remains in effect unless a neighborhood association fails to meet the minimum standards and guidelines. At that point the association may be "de-recognized" by ONI.

DISTRICT COALITION /DISTRICT COALITION BOARD (DCB)

A "district coalition" is an independent non-profit corporation which contracts with the Office of Neighborhood Involvement to facilitate citizen participation services and related neighborhood crime prevention activities for neighborhood associations and citizens within a geographically defined area. The board of a district coalition (DCB) is primarily comprised of representatives from its member neighborhood associations.

ALTERNATIVE SERVICE DELIVERY STRUCTURES

An "alternative service delivery structure" is a mechanism for delivering neighborhood services on a model other than the standard neighborhood district coalition. A "neighborhood office," as is the North Portland Neighborhood Office, is one example of an alternative service delivery structure.

NEIGHBORHOOD BUSINESS ASSOCIATION (NBA)

A "neighborhood business association" is an organization within a specific geographic area, often along a commercial strip or in an industrial area, which promotes the general well-being of the business community and neighborhoods in that area.

OFFICE OF NEIGHBORHOOD INVOLVEMENT (ONI)

ONI is an agency of the City of Portland, the purpose of which is to facilitate citizen participation and improve communication among citizens, neighborhood associations, district coalitions/neighborhood offices and other entities.

COMMUNITIES BEYOND NEIGHBORHOOD BOUNDARIES (CBNB)

"Communities beyond neighborhood boundaries" are ethnically based community organizations whose members face unique differences, particularly in the areas of language and cultural adjustment.

C. District Coalition: An organization which supports participation services for Neighborhood Associations and everyone within a geographically defined area, and is subject to these Standards.

1. Non-Profit District Coalition: An independent non-profit corporation directed by a board which is primarily composed of representatives from its member Neighborhood Associations.

2. City--Staffed District Coalition: An office partially or fully staffed by City personnel to provide neighborhood services as advised by the participating Neighborhood Associations.

D. Business District Association: An autonomous non-profit organization with membership guidelines in its bylaws formed by people in business within a defined geographic boundary for the purpose of promoting the general well-being of their business community. A Business District Association is subject to these implementing Standards.

E. Office of Neighborhood Involvement: An agency of the City of Portland, whose purpose is to facilitate citizen participation and improve communication among citizens, Neighborhood Associations, non-profit entities. The Office of Neighborhood Involvement is subject to these Standards.

F. City agency: Includes all departments, bureaus, offices, boards and commissions of the City of Portland.

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II. REQUIREMENTS FOR BEING RECOGNIZED AS A NEIGHBORHOOD ASSOCIATION OF THE CITY OF PORTLAND TO BE ELIGIBLE FOR SERVICES FROM ONI

A. Basic Requirements

Neighborhood associations that meet the following requirements will, upon request, be officially recognized by the City of Portland, and be eligible for the range of services provided by the Office of Neighborhood Involvement and/or district coalition/neighborhood offices:

#1 moved to another section.

Note sections regarding boundaries have been significantly reorganized.

2. Boundaries

Have clearly stated boundaries in its bylaws. The boundaries should not overlap those of any other neighborhood association, except to the extent that each neighborhood association affected agrees in writing. (See also Section VI)

VI. NEIGHBORHOOD ASSOCIATION AND DISTRICT COALITION BOUNDARIES

A. Designating Neighborhood Boundaries

1. Neighborhood associations are responsible for establishing their own boundaries and describing them accurately in their bylaws.
2. Recognized neighborhood associations desiring to change their boundaries shall do so in cooperation with adjoining associations.

- G. Standards:** Regulations adopted by City Council that govern Neighborhood Associations, District Coalitions, Business District Associations and the Office of Neighborhood Involvement.

III. NEIGHBORHOOD ASSOCIATIONS

A. Recognition as a Neighborhood Association by the City of Portland

Neighborhood Associations that meet the following requirements, upon request, will be officially recognized by the City of Portland, and be eligible for the range of services provided by the Office of Neighborhood Involvement and/or their District Coalitions. The Office of Neighborhood Involvement will send a "Letter of Recognition" to the Neighborhood Association.

1. Boundaries

A Neighborhood Association must have clearly stated boundaries in its bylaws. The boundaries shall not overlap those of any other Neighborhood Association, except to the extent that each Neighborhood Association affected agrees in writing.

a. Creating or Modifying Neighborhood Association Boundaries

- i. Neighborhood Associations are responsible for determining their own boundaries and describing them accurately in their bylaws.
- ii. No Neighborhood Association shall choose boundaries that overlap with another Neighborhood Association's boundaries except to the extent that

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<p>3. All changes in boundaries must have the written consent of all the recognized neighborhood associations affected.</p> <p>4. The district coalition board/neighborhood office and the Office of Neighborhood Involvement should be promptly notified in writing of all boundary changes so that notification processes, maps and brochures can be kept current and accurate.</p> <p>E. Size of Recognized Neighborhood Association A boundary change resulting in a neighborhood association with less than 200 households should be discouraged.</p> <p>D. Overlapping Boundaries Overlapping boundaries confuse identification, create duplication in both service delivery and in the notification process and are discouraged.</p> <p>C. Neighborhood Boundaries Falling Outside the Portland City Limits Boundaries of recognized neighborhood associations may extend beyond the Portland City Limits at the discretion of the respective neighborhood association. However, services to non-city residents may be limited by the district coalition or the City.</p>	<p>the other Neighborhood Association agrees to the overlap in writing. No Neighborhood Association shall enlarge its boundaries if to do so would create an overlap with another Neighborhood Association unless the latter has agreed to the overlap in writing.</p> <p>iii. The District Coalition and the Office of Neighborhood Involvement should be promptly notified in writing of all boundary change(s) so that notification processes, maps and brochures can be kept current and accurate.</p> <p>iv. The minimum size of a Neighborhood Association is 100 acres and 200 households and/or businesses. Existing Neighborhood Associations with minimums below these criteria as of implementation date for these Standards are accepted as conforming.</p> <p>b. Overlapping Boundaries Boundaries shall not overlap those of any other Neighborhood Association, except to the extent that each affected adjoining Neighborhood Association agrees in writing. If the parties cannot make a decision, the Office of Neighborhood Involvement shall make a determination of boundaries. This decision shall be final and unappealable. <i>(See also Section III, C, 3: Resolution of Boundary Disputes, this section. Page 7)</i></p> <p>c. Neighborhood Boundaries Falling Outside the Portland City Limits Boundaries of a recognized Neighborhood Association may extend beyond the Portland city limits at the discretion of the respective</p>
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<p>1. Membership Maintain membership, which is open to any person who lives and/or owns any real property within the recognized boundaries of the neighborhood association. Other individuals or organizations may be members as further set forth in each neighborhood association's bylaws.</p> <p>3. Non-Discrimination Not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.</p> <p>5. Bylaws Maintain and file with ONI an up-to-date set of bylaws, which provide for meeting the above criteria and include provisions for adopting and amending bylaws, establishing a quorum, and setting the agenda.</p> <p>7. Meeting Requirements Set forth meeting requirements for the membership in the neighborhood association bylaws.</p> <p>8. Public Meetings/Public Records Law/Minutes/ Dissent Abide by the open meetings/open records policy governing the neighborhood system as set forth in the operating ordinance.</p>	<p>Neighborhood Association. Services to non-city residents may be limited by the District Coalition or the City.</p> <p>2. Membership Neighborhood Associations shall maintain membership, which is open to any person who lives and/or owns real property or holds a business license within the recognized boundaries of the Neighborhood Association. Other individuals or organizations may be members as further set forth in each Neighborhood Association's bylaws. The list of the membership is the property of the Neighborhood Association and is not subject to public record requests.</p> <p>3. Non-Discrimination Neighborhood Associations shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of their policies, recommendations or actions.</p> <p>4. Bylaws Neighborhood Associations shall maintain and file with the Office of Neighborhood Involvement and appropriate District Coalition, if within a Coalition, an up-to-date set of bylaws, which provide for meeting these standards and include provisions for adopting and amending bylaws, establishing a quorum, and setting the agenda. Neighborhood Associations, if incorporated, must assure bylaws and articles of incorporation are in harmony.</p> <p>5. Meeting Requirements Neighborhood Associations shall set forth meeting requirements in their bylaws.</p> <p>6. Open Meetings/Public Records Neighborhood Associations shall abide by the open meetings/public records policy governing the</p>
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<p>Official action(s) taken by a neighborhood association must be on record as a part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of dissenting views should be transmitted along with any recommendation made by the neighborhood association to the City. (For further information, see <i>Appendix</i> on Public Records and Public Meetings Law.)</p> <p>6. Grievances Bylaws shall include provisions relating to the resolution of grievances concerning the activities, policies, or recommendations of the neighborhood association including: who is eligible to grieve, a process for the receipt of complaints, and a procedure for final resolution. (Also, see Section VII.)</p> <p>4. Dues Collect membership contributions on a voluntary basis only.</p> <p>B. Liaison to District Coalition Board <i>This section moved to operations of neighborhood associations.</i></p> <p>C. Recognition as a Neighborhood Association by the City of Portland A neighborhood association meeting the requirements in Section II-A will, upon request, be recognized by the City of Portland. The Office of Neighborhood Involvement will send a “Letter of Recognition” to the neighborhood association. Recognized neighborhood associations are entitled to receive services including, but not limited to:</p> <ol style="list-style-type: none">1. Placement on the ONI contact sheet which lists the names,	<p>neighborhood system as set forth in these Standards. (See <i>Section VIII: Open Meetings and Public Records, page 37</i>)</p> <p>7. Grievances Neighborhood Association bylaws shall include provisions relating to the resolution of grievances against the Neighborhood Association including: who is eligible to grieve, a process for the receipt of complaints, and a procedure for final resolution. These procedures shall abide by minimum standards outlined in Section VII: Grievance and Appeal Procedures, page 30.</p> <p>8. Dues Neighborhood Associations can not require collection of membership dues. Contributions made on a voluntary basis may be accepted.</p> <p>9. Involving Business District Associations Neighborhood Associations should encourage the participation of businesses and Business District Association representatives in activities, meetings, and participation on governing bodies of Neighborhood Associations.</p> <p>B. Benefits of Recognition</p> <p>Recognized Neighborhood Associations are entitled to receive services including, but not limited to:</p> <ol style="list-style-type: none">1. Placement in the Office of Neighborhood Involvement
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<p>addresses and phone numbers of the neighborhood association, its president and a designated contact person. This contact sheet is widely used throughout the City government for informational mailings relating to a variety of topics;</p> <ol style="list-style-type: none"> 3. Placement on official neighborhood association maps, in brochures and handbooks relating to neighborhood affairs; and, 2. Notification by all appropriate City bureaus as required in the City Code on all matters that fall within its boundaries; 4. Support services when affiliated with a district coalition or alternative service delivery structure may include assistance with general communications, crime prevention activities, newsletters, grant writing, activity-planning, public relations, and general information and referral. <p>D. Communication NAs are encouraged to maintain open communication with neighborhood business associations and communities beyond neighborhood boundaries on pertinent matters and issues of mutual interest and to seek opportunities for discussion prior to taking action on such issues.</p> <p>E. Mediation NAs are encouraged to seek mediation with NBAs and/or among themselves or other organizations and entities, including communities beyond neighborhood boundaries, if disagreements arise over issues.</p>	<p>neighborhood directory, which lists the contact information of the Neighborhood Association, its President and/or other Neighborhood Association designated officers and committee chairs. This directory is a public document, which is widely used by the City for public outreach.</p> <ol style="list-style-type: none"> 2. Placement on official Neighborhood Association maps, in brochures, and handbooks relating to neighborhood affairs. 3. Notification by agencies of the City as required in the City Code on matters that fall within the Neighborhood Association boundaries in regard to planning efforts, policy matters, and decisions affecting the livability, safety, and/or economic vitality of a neighborhood. 4. Support services, when affiliated with a District Coalition, which may include assistance with general communications, newsletters, grant writing, activity planning, public relations, outreach efforts, general information and referral, and other technical assistance. 5. Support services from the Office of Neighborhood Involvement for crime prevention. <p>C. Operation of Neighborhood Associations</p> <ol style="list-style-type: none"> 1. Communication Neighborhood Associations are encouraged to maintain open communication with community members and neighborhood Business District Associations on pertinent matters and issues of mutual interest and to seek opportunities for discussion prior to taking action on such issues. (See Section IV, B, 2: Communication, page 14) 2. Mediation Neighborhood Associations are encouraged to seek mediation among themselves and/or other organizations and entities if disagreements arise.
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B. Resolution of Boundary Disputes

This language was moved from section VI. B.

Boundary disputes should be resolved at the neighborhood association or district coalition board/neighborhood office level. If two or more neighborhood associations are unable to agree to a proposed boundary change the district coalition board shall assist in resolving the dispute through the following process:

1. The district coalition board and the neighborhood associations shall meet together to review the proposed boundary changes and attempt to reach a compromise solution. Mediation services are available as a helpful resource if requested.
2. If a solution to the boundary dispute cannot be reached by the affected neighborhood associations, they may select an alternate process, such as requesting a decision from the district coalition board, or a survey or vote of the residents in all affected neighborhood associations. Before any such process is undertaken to resolve a boundary dispute, it shall be clearly described and agreed to in writing by all affected neighborhood associations. The results of any such process shall be final.
3. If the conflicting boundary dispute is not resolved within six months of the time it is formally brought to the attention of the appropriate coalition board(s), ONI, in conjunction with the coalition(s), may withhold services and/or funds to the neighborhood associations involved. Where no coalition exists, ONI will facilitate a process to develop and maintain a map, with no overlapping boundaries, of the recognized neighborhood associations. This will be done in conjunction with the boards and/or general membership of the neighborhood associations involved and will be based on the boundaries as stated in the formally adopted bylaws of the

3. Resolution of Boundary Disputes

Boundary disputes should be resolved at the Neighborhood Association or District Coalition board level. If two or more Neighborhood Associations are unable to agree to a proposed boundary change the District Coalition board shall assist in resolving the dispute through the following process:

- a. The District Coalition and the Neighborhood Association boards shall meet together to review the proposed boundary changes and attempt to reach a compromise solution. Mediation services are available as a helpful resource if requested.
- b. If a solution to the boundary dispute cannot be reached by the affected Neighborhood Associations, they may select an alternate process, such as requesting a decision from the District Coalition board, or a survey or vote of the residents in all affected Neighborhood Associations. Before any such process is undertaken to resolve a boundary dispute, it shall be clearly described and agreed to in writing by all affected Neighborhood Associations. The results of any such process shall be final.
- c. If the conflicting boundary dispute is not resolved within six months of the time it is formally brought to the attention of the appropriate District Coalition board(s), the Office of Neighborhood Involvement shall make a determination of boundaries. This decision shall be final and unappealable.

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respective associations.

B. Liaison to District Coalition Board

To have a voice in setting goals and priorities for a district coalition and in determining the allocation of the coalition's resources, a neighborhood association must participate as a member of its district coalition board or approved alternative service delivery structure.

1. Each neighborhood association that elects to participate should have a written procedure for selecting a delegate(s) to the district coalition board.
2. To become affiliated with a district coalition, a recognized neighborhood association shall obtain a written agreement with the appropriate district coalition board and inform ONI no later than the end of the current calendar year. Affiliation shall become effective at a time agreed to by the district coalition board and the neighborhood association.

4. Grievances

When grievances arrive Neighborhood Associations should consult grievance sections of their bylaws in addition to *Section VII: Grievance and Appeal Procedures (page 30)* of these Standards.

5. Liaison to District Coalition Board

To have a voice in setting goals and priorities for a District Coalition and in determining the allocation of the District Coalition's resources, a Neighborhood Association must participate as a member of its District Coalition board. Each Neighborhood Association that elects to participate should have a written procedure for selecting a delegate(s) to the District Coalition board.

6. Newly recognized or unaffiliated Neighborhood Association's affiliation with a District Coalition

To become affiliated with a District Coalition, a newly recognized Neighborhood Association that is currently not affiliated with a District Coalition shall obtain a letter of agreement with the appropriate District Coalition board and inform the Office of Neighborhood Involvement no later than the end of the current calendar year. Affiliation shall become effective at a time agreed to by the District Coalition board and the Neighborhood Association. (*Same as Section IV, E, 2: Process for newly recognized or unaffiliated Neighborhood Association to affiliate with a District Coalition. Page 22*)

7. Positions on electoral issues

Neighborhood Associations shall not take positions in support of or opposition to any political candidate or party. They may take positions on ballot measures and referendums. (*See also IV, B, 2, a, iii: Operational Procedure, Communication. Page 14.*)

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III. ROLE AND RESPONSIBILITY OF DISTRICT COALITION(S)

- A. Except as otherwise stated, the working and procedural relationship(s) among neighborhood associations, district coalitions and district coalition staff shall be determined by the groups involved, and these relationships shall be respected by the Office of Neighborhood Involvement.

Next two paragraphs below moved from Section IV. A. - Roles of Staff

A primary role of a district office is to increase the effective communication and flow of information between citizens and government by providing support to citizens who are involved in neighborhood activities, particularly activities of recognized neighborhood associations.

Staff should provide training, orientation, information and consultation to neighborhood associations and other citizens according to the policies and directives of the district board. It is the role of the staff to be a resource to citizens who in turn advocate a particular position on an issue, rather than for staff to become advocates themselves. In short, the staff role is to work to increase citizen participation and to provide technical support on pertinent issues. Advocacy of neighborhood concerns is and should be left to the citizens, except when staff is specifically directed to do otherwise by the board.

11. Annual Work Program

Develop an annual work program with objectives set by the district coalition and submit same to the Office of Neighborhood Involvement.

12. Reports to ONI

File a written progress report at mid-year and an “annual accomplishments” report at the end of the contract year with the Office of Neighborhood Involvement.

IV. DISTRICT COALITIONS

A. Basic Requirements of District Coalitions

Except as otherwise stated, the working and procedural relationship(s) among Neighborhood Associations, District Coalitions, and District Coalition staff shall be determined by the groups involved, and these relationships shall be respected by the Office of Neighborhood Involvement.

B. Goals and Procedures

A primary role of a District Coalition is to develop the organizational capacity of Neighborhood Associations to consider and act upon issues affecting the livability and quality of their neighborhoods.

District Coalitions should provide training, orientation, information and consultation to Neighborhood Associations and to neighbors according to the policies and directives of their respective boards of directors. It is the role of the staff to be a resource to neighbors who in turn advocate a particular position on an issue.

1. Administrative Procedures

a. Annual Action Plan

Develop an annual action plan as directed by Neighborhood Associations and submit to the Office of Neighborhood Involvement.

b. Reports to the Office of Neighborhood Involvement

File “performance indicators” as required and an “annual narrative” report at the end of the fiscal year with the Office of Neighborhood Involvement.

2. Operational Procedure

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13. Allocations to Neighborhood Associations

Establish written policies and procedures for the allocation of contractual funds for printing and mailing to affiliated neighborhood associations.

14. Newsletter Policies

Agree to uphold ONI newsletter policies. Ensure compliance with federal postal service regulations for bulk mailings and 501(c)(3) or 501(c)(4) regulations for not-for-profit organizations. (See: "Newsletter Policies," Section VIII.)

Section VII inserted here since it deals with newsletters.

VIII. NEIGHBORHOOD AND DISTRICT COALITION NEWSLETTER POLICIES

The following are newsletter policies for newsletters funded with City dollars:

- A. Neighborhood associations and district coalitions/neighborhood offices are responsible for the content of their newsletter. Neighborhood associations using district coalition/neighborhood office funds for printing and/or distribution of newsletters and the like will be expected to familiarize themselves with and comply with all applicable U.S. Postal Service and Internal Revenue Service regulations that affect a district coalition's not-for-profit status. If, upon review, the content is not in compliance with these regulations, the matter will be resolved cooperatively with the neighborhood association newsletter editor and the district office/neighborhood office.
- F. Other than the above referenced statements, which may not be made by neighborhood associations, positions taken or recommendations voted on are matters of record and may be reported in newsletters. Efforts should be made to report positions taken by neighborhood boards and, if possible, to include principle topics to be discussed at board, committee or general membership meetings.
- E. Statements in support of or in opposition to any political candidate or ballot measure cannot be printed.

a. Communication

The following policies apply to District Coalitions and Neighborhood Association sanctioned communications including print and electronic media:

- i. Neighborhood Associations and District Coalitions are responsible for the content of their respective communications.
- ii. All positions taken or recommendations voted on are matters of record and may be reported in newsletters or reflected in official communications.
- iii. Neighborhood Associations shall not take positions in support of or opposition to any political candidate or party. They may take positions on

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<p>C. Articles presenting personal opinions of a citizen must be identified as such and the name of the author must be included.</p> <p>D. Newsletters should not include statements that could be considered libelous or defamatory.</p> <p>B. A copy of each newsletter should be on file at the district coalition or neighborhood office.</p>	<p>initiative ballot measures and referendums.</p> <p>iv. Neither City supplied funds nor private funds shall be used for communications in support of or in opposition to any political candidate. City supplied funds may not be used for communications in support or in opposition to ballot measures or referendum. Private funds, however, may be utilized regarding ballot measures and referendums.</p> <p>v. Communications presenting personal opinions of a citizen must be identified as such and the name of the author must be included.</p> <p>vi. Communications should not include statements that could be considered libelous or defamatory.</p> <p>vii. A copy of each District Coalition or Neighborhood Association newsletter should be on file at the respective District Coalition. Neighborhood Associations not affiliated with a District Coalition should file a copy of each newsletter with the Office of Neighborhood Involvement. <i>(Also see Section VIII, O: Retention of Records. Page 45.)</i></p> <p>viii. Mailing and membership lists are the property of the Neighborhood Association and are not subject to public records requests. <i>(Also see Section III, A, 2: Membership. Page 9.)</i></p>
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	<p>b. Inclusion and Participation In the interest of addressing the need for participation and inclusiveness in Neighborhood Associations and increasing diversity in public involvement the District Coalitions support the participation of Portland's diverse communities in the Neighborhood Association network including communities of people of color, renters and low-income individuals, working families with children, immigrants and refugees, seniors, students, young adults, people with disabilities, gay, lesbian, bi-sexual and trans-gendered people. The District Coalitions shall incorporate into an annual work plan action steps taken to:</p> <ul style="list-style-type: none">i. Build partnership and outreach efforts with Portland's diverse communities and organizations which lead to community and trust building activities.ii. Provide opportunities for Neighborhood Associations to increase their effectiveness in recruiting, training and retaining volunteers and leadership from diverse constituencies to participate in neighborhood activities.iii. In partnership with the Office of Neighborhood Involvement, provide resources and assistance for making Neighborhood Association meetings and communications accessible to constituencies or individuals where assistance is either culturally appropriate or requested. This may include providing
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16. Orientation

Provide for the orientation of neighborhood association members and district coalition board members on the operations and procedures of the DCB and the district office. Orientation topics or materials may include materials related to the activities of the district coalition such as:

- ❑ Important dates (e.g. district coalition board meetings, neighborhood associations meetings, upcoming workshops and special events)
- ❑ District coalition board policies and procedures
- ❑ ONI and district coalition office resources
- ❑ Outreach and advocacy techniques.

18. Communication

District coalitions are encouraged to maintain open communication with neighborhood business associations and communities beyond neighborhood boundaries on pertinent matters and issues of mutual interest and to seek opportunities for discussion prior to taking action on such issues.

19. Mediation

DCBs are encouraged to seek mediation with NBAs and/or among

language interpretation of meetings and translation of meeting fliers and newsletters for those whose English is a second language, identifying childcare options, seeking transportation solutions and meeting locations which are accessible to people with disabilities.

- iv. Encourage the participation of businesses and Business District Association representatives in activities, meetings, and participation on governing bodies of the District Coalition and various Neighborhood Associations within that District Coalition's boundaries.

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themselves or other organizations and entities, including communities beyond neighborhood boundaries, if disagreements arise over issues.

III. ROLE AND RESPONSIBILITY OF DISTRICT COALITION(S)

B. District Coalition Boards

Each district coalition is represented by a district coalition board (DCB) which is composed of delegates duly selected by member neighborhood associations and any at-large members provided for in the coalition bylaws. District coalitions represented by DCBs are the neighborhood-based contracting agents with the City, which support citizen participation services and provide crime prevention linkages. As the contracting agent for the coalition, each board must ensure that the coalition meets the following requirements:

1. Incorporation

Be a not-for-profit corporation in good standing and registered with the Oregon Corporation Commissioner.

2. Tax-exempt Status

Qualify for exemption from corporate taxation under either 26 USC 501(c)(3) or 26 USC 501 (c)(4).

3. Bylaws

Maintain a current copy of the district coalition's bylaws with the Office of Neighborhood Involvement.

#4, #5, and #6 moved to another section.

C. Unique to Non-profit District Coalitions

Each non-profit district coalition is represented by a board of directors which is primarily composed of delegates duly selected by member Neighborhood Associations and any at-large members provided for in the non-profit District Coalition bylaws. This may include representatives of Business District Associations within that District Coalition's boundaries. Non-profit District Coalitions represented by boards of directors are the neighborhood-based contracting agents with the City, which support citizen participation services and provide crime prevention linkages.

As the contracting agent for the coalition, each board must ensure that the non-profit District Coalition meets the following requirements:

1. Organizational Status

a. Incorporation

Be a non-profit corporation in good standing and registered with the Oregon Corporation Commissioner.

b. Tax Exempt

Qualify for exemption from corporate taxation under either 26 USC 501(c)(3) or 26 USC 501 (c)(4).

2. Bylaws

Maintain a current copy of the Non-Profit District Coalition bylaws with the Office of Neighborhood Involvement. In addition to the Articles of Incorporation required for non-profits by the State of Oregon, develop bylaws which also incorporate polices addressing:

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7. Non-Discrimination

Not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.

8. Grievances

Bylaws shall include provisions relating to the resolution of grievances concerning the activities, policies, or recommendations of the district coalition including who is eligible to grieve, a process for the receipt of complaints, and a procedure for final resolution. (Also, see Section VII.)

#9, #10, #11, #12, #13, #14 moved to other locations

IV. ROLE AND RESPONSIBILITY OF DISTRICT COALITION STAFF

- A. The staff hired by each district coalition board (DCB) is primarily funded with monies from the district coalition contract with the City. The staff serves the district coalition and is accountable to it. The district coalition is the employer-not the City. The staff is subject to the district coalition personnel policies, and staff performance should be measured in light of these policies and in furthering the activities set out in each district coalition annual work plan.

All personnel issues relating to these employees are the responsibility of the district coalition board. It is recommended that each board clearly establish the supervisory relationship between the board and staff and among staff members themselves in order to have positive communication in both directions.

4. Personnel Policies

Develop a set of personnel policies, which include hiring

a. Non-Discrimination

District Coalitions shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of their policies, recommendations or actions.

b. Grievances

Procedures for addressing grievances with a District Coalition and appeals from Neighborhood Associations or individuals. (Refer to Section VII, D: Appeal and Grievance Procedures with a District Coalition, page 33).

3. Administrative Procedure

a. Personnel Policies

The staff hired by each non-profit District Coalition board of directors is funded in part with monies from the non-profit District Coalition contract with the City. The staff serves the non-profit District Coalition and is accountable to it. The non-profit District Coalition is the employer--not the City. The staff is subject to the non-profit District Coalition personnel policies, and staff performance should be measured in light of these policies and in furthering the activities set out in each non-profit District Coalition annual action plan.

All personnel issues relating to these employees are the responsibility of the non-profit District Coalition board. It is recommended that each board clearly establish the supervisory relationship between the board and staff and among staff members themselves in order to have positive communication in both directions.

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procedures, internal grievance procedures, and procedures for annual performance review of the district coalition's staff.

5. Affirmative Action

Have an Affirmative Action and Equal Opportunity Policy approved by the City.

##15, and #16 moved to other locations.

17. Staff Evaluation

Evaluate the performance of district coalition staff annually.

#18 and #19 moved to other locations.

15. Staff Salaries

Compensate staff paid for by ONI funds based on their own salary policies while keeping equity among similar positions throughout the neighborhood structure in mind.

10. City Contract

Administer all City contractual funds, develop district coalition budget, and negotiate contracts in accordance with the procedures established by the Office of Neighborhood Involvement and in line with standard accounting and business practices.

b. Affirmative Action

Have a policy that includes a statement of non-Discrimination and receive certification from the City of Portland Equal Employment Opportunity (EEO) Program.

c. Hiring Procedures

Selection of non-profit District Coalition staff shall be the responsibility of the non-profit District Coalition. Non-profit District Coalitions may request the Office of Neighborhood Involvement's representation on its hiring committees and shall notify ONI of hiring and/or termination of any staff.

d. Staff Salaries

Each District coalition shall compensate staff paid for by Office of Neighborhood Involvement funds based on its own salary policies while keeping equity among similar positions throughout the neighborhood structure in mind.

4. City Contract

Administer all City contractual funds, develop non-profit District Coalition budget, and negotiate City contracts in accordance with the procedures established by the Office of Neighborhood Involvement and in line with standard accounting and business practices. The scope of the Contract shall encompass the following:

a. Program Goals

The Contract shall include a statement of Program Goals.

b. Program Functions

The Contract shall include an itemized list of Program Functions.

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There was no similar section for the structure and operation of City run offices.

c. Contractor Responsibilities

The Contract shall include an itemized list of Contractor Responsibilities.

d. Billing and Payment Procedure

The Contract shall include a specified Billing and Payment Procedure.

D. Unique to City-staffed District Coalition

A District Coalition, staffed by City employees has the goal of improving livability, sense of community and safety in the City of Portland by facilitating public participation and self-empowerment at the neighborhood level. These employees are City personnel and their supervisor is the Director of the Office of Neighborhood Involvement. Such District Coalitions shall have an advisory board to the director of the District Coalition to assist in the development of the annual action plan for that office. The advisory board is to be composed of representatives of the member Neighborhood Associations within that office's boundaries. This advisory board may include representatives of Business District Associations within that District Coalition's boundaries.

The director of the City-staffed District Coalition must ensure the office meets the following requirements:

1. Organizational Status

- a. As a City-staffed District Coalition, be in good standing and in compliance with all relevant City of Portland Codes and policy procedures.
- b. Be sanctioned by a Letter of Agreement between the Office of Neighborhood Involvement and all represented Neighborhood Associations within the geographical boundary of the respective City-staffed District Coalition.

2. Operating procedures of advisory board

Maintain a current copy of any operating procedures approved by representatives of at least 2/3rds of all

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I have repeated the section on boundaries (already listed above) since there is limited existing language referring to how to form a new district coalition or when neighborhood associations want to move from one coalition to another.

VI. NEIGHBORHOOD ASSOCIATION AND DISTRICT COALITION BOUNDARIES

F. Changes in District Coalition Boundaries

District coalitions/neighborhood offices are allocated resources to provide services to a specified geographic area. Proposed changes in district coalition/neighborhood office boundaries will be negotiated during the contracting process between the Office of Neighborhood Involvement and the affected district coalition board(s) or similar group.

represented Neighborhood Associations within the City-staffed District Coalition.

3. Memorandum of Agreement

Administer all City funds through a Memorandum of Agreement. Each Neighborhood Association in that District Coalition shall sign the Memorandum of Agreement. The scope of the Memorandum of Agreement shall encompass the following:

a. Annual Action Plan

The Memorandum of Agreement shall include an annual Action Plan.

b. Program Goals

The Memorandum of Agreement shall include a statement of Program Goals.

c. Program Functions

The Memorandum of Agreement shall include an itemized list of Program Functions.

d. Grievances

The Memorandum of Agreement shall include procedures for addressing grievances with a District Coalition and appeals from Neighborhood Associations or individuals. (Refer to Section VII, D: Appeal and Grievance Procedures with District Coalitions, page 33.)

E. Process for change in organizational affiliations of Neighborhood Associations and District Coalitions

Change in organizational affiliations for Neighborhood Associations and District Coalitions is a major issue which entails considerable time, communication and dollars. Such action must not be undertaken lightly nor as a result of momentary problems or personality disputes. Such action will require extensive coordination and communication between multiple Neighborhood Associations and District Coalitions. In addition, such action may result in disbanding of an existing legal non-profit corporation and/or the formation of a new one.

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VI. NEIGHBORHOOD ASSOCIATION AND DISTRICT COALITION BOUNDARIES

A. Designating Neighborhood Boundaries

1. Recognized neighborhood associations are responsible for establishing their own boundaries and describing them accurately in their bylaws.
2. Recognized neighborhood associations desiring to change their boundaries shall do so in cooperation with adjoining associations.
3. All changes in boundaries must have the written consent of all the recognized neighborhood associations affected.
4. The district coalition board/neighborhood office and the Office of Neighborhood Involvement should be promptly notified in writing of all boundary changes so that notification processes, maps and brochures can be kept current and accurate.

B. Resolution of Boundary Disputes

Boundary disputes should be resolved at the neighborhood association or district coalition board/neighborhood office level. If two or more neighborhood associations are unable to agree to a proposed boundary change the district coalition board shall assist in resolving the dispute through the following process:

1. The district coalition board and the neighborhood associations shall meet together to review the proposed boundary changes and attempt to reach a compromise solution. Mediation services are available as a helpful resource if requested.
2. If a solution to the boundary dispute cannot be reached by the affected neighborhood associations, they may select an alternate process, such as requesting a decision from the district coalition board, or a survey or vote of the residents in all affected neighborhood associations. Before any such process is undertaken to resolve a boundary dispute, it shall be clearly described and agreed to in writing by all affected neighborhood associations. The results of any such process shall be final.
3. If the conflicting boundary dispute is not resolved within six months of the time it is formally brought to the attention of the appropriate coalition board(s), ONI, in conjunction with the coalition(s), may withhold services and/or funds to the neighborhood associations

Many things will be affected and will have to be addressed including, but not limited to, the following: fiscal, corporate, and fiduciary considerations and consequential matters such as changing maps, brochures, and mailing lists.

1. Process for the Creation of a new District Coalition

- a) A minimum of six (6) adjacent Neighborhood Associations must determine that there are substantial positive reason(s) for creating a new District Coalition.
- b) Creating District Coalitions in which Neighborhood Associations do not share boundaries is not allowed.
- c) Each Neighborhood Association must determine a substantial positive reason(s) for moving and document deliberations for such reasoning in meeting minutes.
- d) Neighborhood Associations must pass a motion requesting a specific move to a new District Coalition by a super-majority (2/3) of the members present at a general membership annual meeting. The required quorum must be met.
- e) Passage of the motion must be recorded in minutes of each of the respective Neighborhood Association meetings.
- f) Each Neighborhood Association will send a letter to the Director of the Office of Neighborhood Involvement requesting approval of the move and creation of a new District Coalition.
- g) If necessary, the Director of the Office of Neighborhood Involvement or designee will facilitate a discussion (or series of discussions) at which he/she determines if the request was properly dealt with by the Neighborhood Associations; if it is warranted; if it is acceptable to the Office of Neighborhood Involvement; and likely to be acceptable to other affected District Coalitions.

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<p>involved. Where no coalition exists, ONI will facilitate a process to develop and maintain a map, with no overlapping boundaries, of the recognized neighborhood associations. This will be done in conjunction with the boards and/or general membership of the neighborhood associations involved and will be based on the boundaries as stated in the formally adopted bylaws of the respective associations.</p>	<ul style="list-style-type: none">h) The public shall be afforded the opportunity to provide comment. A public meeting shall be held allowing for input.i) If the above conditions are NOT met and the Director of ONI feels further discussion will not lead to resolution; s/he notifies the Neighborhood Associations and the affected District Coalitions --in writing--that the request has been denied and the reason why. This decision is final. Reapplication to create a new coalition can occur a year later.j) If the above conditions ARE met, creation of a new District Coalition and subsequent move of Neighborhood Associations to that District Coalition may proceed according to the approved timetable.k) The Office of Neighborhood Involvement shall provide in writing to all affected parties a decision regarding the request.l) If approved, new District Coalition boundaries will be implemented effective the succeeding July 1.m) The new coalition will be subject to following the applicable City Code and Office of Neighborhood Involvement Standards.n) Approval for the creation of a new District Coalition does not automatically guarantee City funding commensurate with other District Coalitions.o) The new District Coalition shall be reaffirmed by a vote at the respective general membership meetings of 3/4 of the participating Neighborhood Associations and be re-approved by the Director of the Office of Neighborhood Involvement one year after its original approval.p. A new District Coalition structure representing its respective Neighborhood Associations must meet the following administrative requirements:<ul style="list-style-type: none">i. Maintain liability insurance for
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	<p>Neighborhood Associations comparable to that of those involved in the <i>existing</i> structure;</p> <ul style="list-style-type: none">ii. Acquire a federal tax ID number as necessary for the transfer of funds;iii. Incorporate under the laws of the State of Oregon if necessary for legal or financial reasons;iv. Develop and sign a letter of agreement for operations with the Office of Neighborhood Involvement, including an annual <i>Action Plan</i>; and,v. Meet all requirements of District Coalitions as set forth in these Standards, except those specifically referring to service delivery structural issues. <p>2. Process for newly recognized or unaffiliated Neighborhood Association to affiliate with a District Coalition</p> <ul style="list-style-type: none">a. To become affiliated with a District Coalition, a newly recognized Neighborhood Association that is currently not affiliated with a District Coalition shall obtain a letter of agreement with the appropriate District Coalition board and inform the Office of Neighborhood Involvement no later than the end of the current calendar year.b. Affiliation shall become effective at a time agreed to by the District Coalition board and the Neighborhood Association. (<i>Same as Section III, C, 6: Newly recognized or unaffiliated Neighborhood Association's affiliation with a District Coalition. Page 13.</i>) <p>3. Process for an existing Neighborhood Association to move from one District Coalition to join another</p>
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	<ul style="list-style-type: none">a. A Neighborhood Association must determine a substantial positive reason(s) for moving and document deliberations for such reasoning in meeting minutes.b. Realigning a Neighborhood Association with a District Coalition with which it does not currently share a boundary is not allowed.c. A Neighborhood Association must pass a motion requesting a specific move to a new District Coalition by a super-majority (2/3) of its general membership present at an annual meeting.d. Passage of the motion must be recorded appropriately in the minutes of the meeting.e. The Neighborhood Association sends the request, in writing, to the Director of the Office of Neighborhood Involvement requesting approval of the move from one District Coalition to another.f. If necessary, the Director of the Office of Neighborhood Involvement or designee facilitates a discussion (or series of discussions) at which he/she determines if the request was properly dealt with by the Neighborhood Association; if it is warranted; if it is acceptable to the Office of Neighborhood Involvement; and likely to be acceptable to other affected District Coalitions.g. If the above conditions are NOT met and the Director of the Office of Neighborhood Involvement feels further discussion will not lead to resolution; s/he notifies the Neighborhood Association and the affected District Coalition--in writing--that the request has been denied.h. If the above conditions ARE met, the process may proceed.i. Each District Coalition shall discuss the move at a regularly scheduled board of directors meeting. Official action by the board shall be taken on the request, results noted in minutes,
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XI. POLICY FOR THE DEVELOPMENT OF ALTERNATIVE SERVICE DELIVERY STRUCTURES

- A. Alternative structures developed for the delivery of neighborhood association services must meet the following criteria:
1. Shall be proposed in writing to ONI at the request of a minimum of 3/4 of the recognized neighborhood associations within the same coalition area at the time of the request.
- To join such a request, any NA shall have previously ratified its approval by a vote at a duly scheduled, publicized, and conducted general membership meeting. Unless the bylaws of a NA state differently, the vote shall require a simple majority;
2. Shall have the concurrence of the ONI Director or her/his designee to ensure compliance with City policies and procedures;
 3. Shall be capable of delivering comparable or better services--in kind, quantity, and quality--to those being delivered at the time of the request and/or contracted for at the time of the request;
 4. Shall assure the neighborhood associations' continued and on-going compliance with the "Guidelines";

and copies of minutes sent to the Office of Neighborhood Involvement, the other affected District Coalition and Neighborhood Associations.

- j. The Office of Neighborhood Involvement shall provide in writing to all affected parties a decision regarding the request. If approved, new District Coalition boundaries will be implemented--effective the succeeding July 1.

4. Changing from a City-staffed District Coalition to a Non-profit District Coalition and vice-versa

Changes to the structures developed for the delivery of Neighborhood Association services must meet the following criteria:

- a. Shall be proposed in writing to the Office of Neighborhood Involvement at the request of a minimum of 3/4 of the recognized Neighborhood Associations within the same District Coalition area at the time of the request.
- b. To join such a request, any Neighborhood Association shall have previously ratified its approval by a vote at a duly scheduled, publicized, and conducted general membership meeting. Unless the bylaws of a Neighborhood Association state differently, the vote shall require a simple majority.
- c. A public meeting shall be held allowing for input. The public shall be afforded the opportunity to provide comment.
- d. Shall have the concurrence of the Director of the Office of Neighborhood Involvement or her/his designee to ensure compliance with City policies and procedures.
- e. Shall be capable of delivering comparable or better services--in kind, quantity, and quality--to those being delivered at the time of the request and/or contracted for at the time of the request.

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<p>5. Shall be cost-neutral, unless additional funds are specifically provided by City Council or other sources;</p> <p>6. Neighborhood associations participating in an alternative structure must:</p> <ul style="list-style-type: none">a. maintain liability insurance comparable to that of those involved in the standard structure;b. acquire a federal tax ID number as necessary for the transfer of funds;c. incorporate under the laws of the State of Oregon if necessary for legal or financial reasons;d. develop and sign a letter of agreement for operations with ONI, including an annual work plan; ande. meet all requirements of neighborhood associations participating in the standard service delivery model as set forth in these <i>Guidelines</i>, except those specifically referring to service delivery structural issues. <p>7. Shall be reaffirmed by vote, at a general membership meeting, of each of 3/4 of the individual participating neighborhood associations and be re-approved by the ONI director one year after its original approval.</p> <p>If reaffirmed following a one-year period, the new alternative structure may not be substantially altered for a minimum of three years unless "unusual circumstances" (as decided by ONI with advice from the Bureau Advisory Committee) arise. Any such subsequent change(s) must meet the criteria of the original change, with the exception of changes due to reductions in funds or other emergencies.</p> <p>8. Under extreme and/or unforeseen conditions ONI may, at the request of a substantial number of neighborhood associations or citizens within an area, with advice from the ONI Bureau Advisory</p>	<ul style="list-style-type: none">f. Shall assure the Neighborhood Associations' continued and on-going compliance with the Office of Neighborhood Involvement Standards;g. Shall be cost-neutral, unless additional funds are specifically provided by City Council or other sources.h. Participating District Coalitions must:<ul style="list-style-type: none">i. Maintain liability insurance for their Neighborhood Associations comparable to that held in the existing structure;ii. Acquire a federal tax ID number as necessary for the transfer of funds;iii. Incorporate under the laws of the State of Oregon if necessary for legal or financial reasons;iv. Develop and sign a letter of agreement for operations with the Office of Neighborhood Involvement, including an annual Action Plan; and,v. Meet all requirements of District Coalitions as set forth in these Standards, except those specifically referring to service delivery structural issues.i. Shall be reaffirmed by vote one year after its original approval, at a general membership meeting, of each of 3/4 of the individual participating Neighborhood Associations and be re-approved by the Office of Neighborhood Involvement Director. <p>If reaffirmed following a one-year period, the new structure may not be substantially altered for a minimum of three additional years unless "unusual circumstances" (as decided by the Office of Neighborhood Involvement with</p>
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Committee, and with the approval of the Commissioner-in-charge make exceptions to this policy.

V. ROLE AND RESPONSIBILITIES OF THE CITY OF PORTLAND OFFICE OF NEIGHBORHOOD INVOLVEMENT

- A. The Office of Neighborhood Involvement will meet the following requirements:
 - 17. Develop an annual work plan with the ONI Bureau Advisory Committee and in communication with the district coalitions/neighborhood offices;
 - 14. Report to the Commissioner-in-charge on activities and concerns relating to citizen participation, crime prevention, and other programs funded through the office;
 - 9. Manage the various citizen involvement programs as are assigned by Council to the office, including the Metropolitan Human Rights Center, an Information and Referral phone line to link citizens to City bureaus and neighborhood associations and coalitions/neighborhood offices and other entities, and fulfill other responsibilities as developed;
 - 6. Assist neighborhood associations and district coalition/neighborhood offices in planning, developing and coordinating programs for citywide citizen participation and crime prevention activities;

advice from the Bureau Advisory Committee) arise. Any such subsequent change(s) must meet the criteria of the original change, with the exception of changes due to reductions in funds or other emergencies.

V. City of Portland Office Of Neighborhood Involvement

The Office of Neighborhood Involvement (ONI) will provide support for District Coalitions, Neighborhood Associations and related public involvement services. The Bureau will develop an annual action plan in coordination with the ONI Bureau Advisory Committee and District Coalitions. The bureau will report to the Commissioner-in-charge on activities and concerns relating to public participation and the neighborhood system. The Bureau will fulfill other related responsibilities as are assigned by Council and as fiscal and organizational capacity permit. The bureau will also adhere to any established citywide standards for public involvement as other City bureaus.

A. Coordinate citywide neighborhood system

- 1. Collaborate with the Office of Neighborhood Involvement Bureau Advisory Committee, District Coalitions and Neighborhood Associations in planning, developing and coordinating Portland's Neighborhood Association system.
- 2. Maintain a Bureau Advisory Committee (BAC) for the purpose of providing recommendations regarding goals, priorities, policies, and budgets of the Office of Neighborhood Involvement. The BAC shall include volunteer representatives from each District Coalition, a representative of the District Coalition Directors, and volunteers active or familiar with each of ONI's major programs.

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<ol style="list-style-type: none">1. Negotiate contracts and maintain fiscal and program accountability for the funds routed to each district coalition/neighborhood office through its board or as appropriate;2. Monitor for compliance and enforce the contracts entered into between the City and the district coalitions through their boards;9. Assist district coalitions/neighborhood offices and neighborhood associations in identifying and submitting proposals for alternative funding sources for expanding citizen participation services;18. Make supplemental training and technical assistance available to neighborhood associations, coalitions/neighborhood offices, citizens, and other citizen participation groups;	<ol style="list-style-type: none">3. When appropriate coordinate Neighborhood Summits for the purpose of facilitating dialogue amongst Neighborhood Association leaders on citywide neighborhood issues, program policy and funding, and leadership skills topics.4. Coordinate monthly meeting of District Coalition Board Chairs and Directors for the purpose of addressing critical administrative, budget, policy, and program issues. <p>B. Contract Management</p> <ol style="list-style-type: none">1. Negotiate contracts and maintain fiscal and program accountability for the funds routed to each District Coalition through their boards and/or advisory committees.2. Monitor for compliance and enforce the contracts entered into between the City and the District Coalitions through their boards and/or advisory committees. <p>C. Resource Development</p> <ol style="list-style-type: none">1. Advocate with Council for continued and expanded funding to support the District Coalitions and the Neighborhood Association system to maximize its potential.2. Assist District Coalitions and Neighborhood Associations in identifying and submitting proposals for alternative funding sources for expanding public participation services. <p>D. Leadership Skills Training and Board Orientation</p> <ol style="list-style-type: none">1. Coordinate, as supported by the Bureau's budget, supplemental leadership training and technical assistance with District Coalitions to assist Neighborhood Associations and other community
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4. Provide for orientation on ONI/City structure and procedures to neighborhood association boards, district coalition boards/neighborhood offices, staff, and other interested citizens;

19. Promote communication and collaboration among neighborhood associations, neighborhood business associations, ethnic and civic community organizations, and institutions. While neighborhood associations continue to be the primary City-supported structure for neighborhood involvement, ONI shall assist--within budget and program limits--neighborhood business associations, ethnic and other civic and community-based groups in their efforts to communicate effectively with neighbors and with the City and to participate in their appropriate neighborhood association.

groups on skill sets relating to working with City public involvement processes; basic non-profit organizational and board development skills; communication and diversity outreach strategies; and basic land use processes.

2. Provide a *Public Involvement Handbook* and other supplemental board orientation materials for the use of Neighborhood Associations, District Coalitions, and community groups. This includes services provided by the Office of Neighborhood Involvement; overview of City bureaus and contact information; basic land use terms and processes; basic non-profit organizational and board development skills; and communication and diversity outreach strategies.

E. Inclusion and Participation

In the interest of addressing the need for participation and inclusiveness in Neighborhood Associations and increasing diversity in public involvement the Office of Neighborhood Involvement supports the participation of Portland's diverse communities in the neighborhood association network including communities such as people of color, renters and low-income individuals, working families with children, immigrants and refugees, seniors, students, young adults, people with disabilities, gay, lesbian, bi-sexual and trans-gender people. The Office of Neighborhood Involvement shall incorporate into an annual action plan action steps taken to:

1. Provide technical assistance, such as neighborhood demographic data, to District Coalitions relating to development and implementation of action plans,
2. Provide technical assistance to District Coalitions to develop partnerships with Portland's diverse communities and organizations. Develop a database of community organizations for the use of District Coalitions,
3. Provide technical assistance to District Coalitions in providing opportunities for Neighborhood Associations

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<p>12. Respond to complaints about neighborhood associations or district coalitions/neighborhood offices pertaining to their activities, policies or actions;</p> <p>7. Process requests from neighborhood associations seeking recognition from the City;</p> <p>8. Maintain a current listing of all neighborhood associations and contact persons for each group;</p> <p>11. Publicize the citizen participation activities and meetings of the</p>	<p>to increase their effectiveness in recruiting, training and retaining volunteer leadership from diverse constituencies to participate in neighborhood activities.</p> <p>4. Provide resources and technical assistance to District Coalitions in efforts to make Neighborhood Association meetings and communications accessible to constituencies or individuals where assistance is either culturally appropriate or requested. This may include providing language interpretation of meetings and translation of meeting fliers and newsletters for those for whom English is a second language, identifying childcare options, transportation solutions and meeting locations which are accessible to people with disabilities.</p> <p>E. Grievances The Office of Neighborhood Involvement shall follow procedures for addressing grievances with the Office of Neighborhood Involvement and appeals from Neighborhood Associations, District Coalitions and individuals or entities that conform with section VII, E: Appeal and Grievance Procedures with the Office of Neighborhood Involvement, (page 35) of these Standards.</p> <p>F. Other Neighborhood Association assistance Process requests from Neighborhood Associations seeking recognition by the City and/or Business District Associations seeking acknowledgement from the City. Make provisions for assisting newly forming Neighborhood Associations.</p> <p>G. Information and Referral In collaboration with the City/County Information and Referral Center provide the following services:</p> <ol style="list-style-type: none"> 1. Maintain a current listing of contact persons for District Coalitions, Neighborhood Associations, Business District Associations as well as a wide range of other community organizations. 2. Maintain and publicize the meetings of the District
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<p>neighborhood association network in print and electronic media and other forums;</p> <p>3. Act as an information clearinghouse and resource to neighborhood associations and other citizens or groups;</p> <p>5. Facilitate open communication among City bureaus, other government agencies, neighborhood associations, district coalition boards/neighborhood offices, NBAs, CBNBs, other entities, and other citizens;</p> <p>13. Encourage City bureaus to increase their outreach as well as their timely and appropriate notification of citizens about matters affecting their neighborhoods. Coordinate City bureau outreach activities that specifically involve neighborhoods and citizens. Act (in conjunction with MHRC) as a clearinghouse for facilitation and coordination of efforts to engage diverse individuals and neighborhoods in discussions with and feedback to City bureaus and other agencies. Encourage City bureaus to adhere to the <i>Principles of Citizen Involvement</i>, adopted February 7, 1996;</p> <p>15. Make provisions for assisting newly forming neighborhood associations;</p> <p>16. Within budget and program limits, provide minimum services to recognized neighborhood associations not affiliated with a district coalition/neighborhood office, including printing and mailing support, appropriate notification to citizens on matters affecting their neighborhoods, and general assistance;</p>	<p>Coalitions, Neighborhood Associations, and Business District Associations in print and electronic formats.</p> <p>3. Provide access to informational brochures about Office of Neighborhood Involvement programs and services as well as other government agencies when available.</p> <p>H. Public Involvement Policy The Office of Neighborhood Involvement shall write and implement a Policy of Public Involvement.</p> <p>I. Other City agencies</p> <p>1. Encourage City bureaus to adhere to the <i>Principles of Public Involvement</i> adopted by City Council.</p> <p>2. Promote and facilitate open communication and notification from City agencies to Neighborhood Associations and District Coalitions.</p> <p>3. Promote and facilitate communication amongst City agencies about public involvement best practices, current or upcoming issues and projects.</p>
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IX. REQUIREMENTS FOR BEING ACKNOWLEDGED AS A NEIGHBORHOOD BUSINESS ASSOCIATION BY THE NEIGHBORHOOD ASSOCIATION SYSTEM

A. Basic Requirements

Neighborhood business associations which have status, in good standing, as non-profit corporations of the State of Oregon and meet the following will, upon request, be officially acknowledged by the City of Portland and be eligible for services and/or support (if available) provided by ONI:

1. Membership

Maintain membership, which is open to any business licensee or owner of property zoned for, or used for, a business purpose within the boundaries of the business association. Other individuals or organizations (such as neighborhood associations) may be members as set forth in each NBA's bylaws.

2. Boundaries

Have clearly stated geographic boundaries in its bylaws, be comprised of a minimum of 40 members, and meet the same standards as required by the *Guidelines* that apply to neighborhood association boundaries.

3. Non-discrimination

Not discriminate against individuals or groups based on race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies,

VI. BUSINESS DISTRICT ASSOCIATIONS

A. Requirements for being acknowledged as a Business District Association by the Office of Neighborhood Involvement

1. Basic Requirements

Business District Associations which have status as a Mutual Benefit Corporation or other non-profit designation of the State of Oregon, and meet the following will, upon request, be officially acknowledged by the City of Portland and be eligible for services and support (if available) provided by the Office of Neighborhood Involvement.

a Membership

Membership shall be open to any business licensee or owner of property zoned for, or used for, a business purpose within the boundaries of the Business District Association.

Other individuals or organizations (such as Neighborhood Associations) may be members as set forth in each Business District Association's bylaws.

b Boundaries

Geographic boundaries must be clearly stated in each Business District Association's bylaws. Boundaries may not overlap those of other Business District Associations unless agreed to in writing.

c Non-discrimination

Business District Associations will not discriminate against individuals or groups based on race, religion, color, sex, sexual

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<p>recommendations or actions.</p> <p>4. Dues Membership and participation in a NBA shall not be conditional upon the payment of dues or other mandatory fees. Such dues or fees may be collected on a voluntary basis only.</p> <p>5. Bylaws Maintain and file with ONI an up-to-date set of bylaws, which provide for meeting the above criteria and include provisions for adopting and amending bylaws, establishing a quorum, and setting the agenda.</p> <p>6. Grievances Bylaws shall include provisions relating to the resolution of grievances concerning the activities, policies, or recommendations of the NBA, including who is eligible to grieve, a process for the receipt of complaints, and a procedure for final resolution. (Also, see Section VII.)</p> <p>7. Meeting Requirements Bylaws must provide for regular meetings.</p>	<p>orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of their policies, recommendations or actions.</p> <p>d Size A Business District Association shall have at least 75 businesses within its geographic boundaries.</p> <p>e Bylaws A Business District Association shall provide the Office of Neighborhood Involvement and the Alliance of Portland Neighborhood Business Associations or other designated entity up-to-date copies of bylaws, which meet the above criteria and include provisions for adopting and amending bylaws, establishing a quorum, setting the agenda, notification, elections, annual meetings, meeting requirements, and the grievance process.</p> <p>f Meeting requirements Bylaws must provide for regular meetings. A general meeting must occur at a minimum once per year with notice to elect a Board of Directors. Business District Associations are encouraged to hold open meetings and maintain public records.</p>
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<p>8. Open Meetings/Open Records Abide by the open meetings/open records policy governing the neighborhood system as set forth in the operating ordinance. Official action(s) taken by a neighborhood business association must be on record as a part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of dissenting views should be transmitted along with any recommendation made by the neighborhood association to the City. (For further information, see <i>Appendix</i> on Public Records and Public Meetings Law.)</p> <p>B. Affiliation with Coordinating Body and Communication with Neighborhood Associations</p> <ol style="list-style-type: none">1. NBAs are encouraged to participate in a citywide or in an area-wide coalition(s) through which the City coordinates its activities with the associations.2. In addition to individual members, NBAs are encouraged to attend and participate in appropriate neighborhood associations, and are encouraged to maintain open communication with neighborhood associations, district coalitions, and communities beyond neighborhood boundaries on pertinent matters and issues of mutual interest and to seek opportunities for discussion prior to taking action on such issues.3. NBAs are encouraged to seek mediation with NAs, DCBs, and/or among themselves or other organizations and entities, including communities beyond neighborhood boundaries, if disagreements arise over issues. <p>C. Acknowledgment as a Neighborhood Business Association of the City of Portland</p> <p>Any NBA meeting the requirements in Section IX will, upon request, be acknowledged by the City of Portland. The Office of Neighborhood Involvement will send a "Letter of Acknowledgment" to the NBA. Acknowledged NBAs are entitled to receive services and/or support</p>	<ol style="list-style-type: none">2. Affiliations<ol style="list-style-type: none">a. Each Business District Association is encouraged to participate on citywide and District Coalition committees on pertinent matters and issues of mutual interest. Individual members are encouraged to attend and participate in neighborhood activities.b. Each Business District Association is encouraged to attend and participate in appropriate Neighborhood Associations, and is encouraged to maintain open communication with other Business District Associations, surrounding neighborhoods, and the District Coalition serving its area.c. Each Business District Association is encouraged to seek mediation among themselves and/or other organizations and entities if disagreements arise over issues.3. Acknowledgement as a Business District Association by the City of Portland<p>After acknowledgement, Business District Associations are entitled to receive services and/or support including but not limited to:</p>
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including but not limited to:

1. Neighborhood business associations shall receive placement on the ONI "contact list/directory" which lists the names, addresses, and phone numbers of the NBA, its president and a designated contact person. This contact list is widely used to send mailings from the bureaus of the City on livability issues, decision-making processes, policy development and public notices. NBAs will also receive newsletters and neighborhood information from ONI, the district coalitions/neighborhood offices, and appropriate neighborhood associations;
2. To the extent possible neighborhood business associations shall also receive notification by appropriate City bureaus on pertinent matters that fall within its boundaries;
3. Support services from ONI--if resources are available-- may include assistance with general communications, newsletter production and distribution, activity planning, public relations, and general information and referral. Acknowledgment does not automatically entitle a NBA to receive support services.

X. REQUIREMENTS FOR BEING ACKNOWLEDGED AS A "COMMUNITY BEYOND NEIGHBORHOOD BOUNDARIES" BY THE CITY OF PORTLAND AND FOR BEING ELIGIBLE FOR SERVICES AND/OR SUPPORT THROUGH ONI

A. Basic Requirements

In the interests of addressing the need for inclusiveness in neighborhood associations and increasing diversity in citizen involvement, "Communities Beyond Neighborhood Boundaries" which meet the following requirements will, upon request, be officially acknowledged by the City of Portland and be eligible for support services as available from the Office of Neighborhood Involvement:

1. The organization must maintain status in good standing as a non-

- a. Placement on the Office of Neighborhood Involvement "Neighborhood Directory" which lists the names, addresses, phone numbers, e-mail and web addresses of the Business District Association, its president, a designated contact person and staff, if any. The contact list will be used to send mailings from City agencies.
- b. Mediation services which can be used for resolving disagreements between Business District Associations or a Business District Association and its Neighborhood Association(s).
- c. Notification by appropriate City bureaus on pertinent matters that fall within Business District Association boundaries or will affect their activities.

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profit corporation of the State of Oregon;

2. The by-laws of the organization must stipulate that membership shall not be conditioned on mandatory payment of dues or other contributions or fees;
3. The organization must be included on the data/mailling list maintained by the Metropolitan Human Rights Center (MHRC) in coordination with the Office of Neighborhood Involvement Refugee Coordinator. Responsibility for ensuring that the information is accurate and current should be shared by the organization and MHRC.

B. Acknowledgment as a "Community Beyond Neighborhood Boundaries" by the City of Portland

An ethnic organization designated as a community beyond neighborhood boundaries, which meets the above requirements will, upon request, be sent a "Letter of Acknowledgment" by the Office of Neighborhood Involvement.

C. Assistance and Support Services for Communities Beyond Neighborhood Boundaries

ONI will assist in coordinating the increased dissemination of public notices and mailings from the bureaus of the City of Portland on livability issues, decision-making processes, and policy development to CBNBs. Further, CBNBs will receive newsletters and neighborhood information from ONI, the district coalitions/neighborhood offices, and from neighborhood associations upon request. ONI will make every attempt to ensure that an eligible organization which specifically requests land use notices in a specific geographic area or areas of the city will receive them.

Delivery of these services and any others that CBNBs may receive are dependent upon the resources available to ONI, the district coalitions, and neighborhood associations.

D. Communication

CBNBs are encouraged to maintain open communication with neighborhood associations, district coalitions, alternative service structures and neighborhood business associations on pertinent matters and issues of mutual interest and to seek opportunities for

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discussion prior to taking action on such issues.

Organizations acknowledged as CBNBs shall encourage their members to participate directly in appropriate neighborhood business associations and shall work with neighborhood associations to facilitate such participation.

E. Mediation

CBNBs are encouraged to seek mediation with NAs, DCBs, and/or among themselves or other organizations and entities, including neighborhood business associations, if disagreements arise over issues.

VII. GRIEVANCE PROCEDURES

Any major grievance or complaint against a neighborhood association, district coalition, or neighborhood business association must be filed in writing with the appropriate neighborhood association, district coalition, or business association.

Resolving the grievance is the responsibility of the neighborhood association or the district coalition or neighborhood business association involved. Each affected board is responsible for following the grievance procedure set forth in its bylaws.

VII. GRIEVANCE AND APPEAL PROCEDURES

A. Purpose

The goal of this section is to create a just and fair grievance procedure for Neighborhood Associations, District Coalitions, and the Office of Neighborhood Involvement. Complying with these grievance procedures does not take away any legal options for the parties that they may have under respective local, county, state, or federal laws. Neighborhood Associations and District Coalitions shall consult the grievance sections of their bylaws in addition to using this section.

B. Definitions

1. **Grievance:** A complaint formally expressed in writing by an individual, (the grievant), or individual representing a Neighborhood Association, District Coalition, or organization to which the grievant belongs regarding a specific alleged violation.

Grievances are limited to procedural violations of a Neighborhood Association's or District Coalition's bylaws or Office of Neighborhood Involvement Standards that directly affect the outcome of a group's decision.

A Grievance is a recognized action and requires a

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A. Mediation Services

If necessary or desirable, the parties involved may request the assistance of mediation services. However, it is the responsibility of the parties involved to achieve a fair resolution of the grievance. If not otherwise provided for in the association or coalition bylaws and in cases where the parties cannot reach an agreement, a decision by the majority of the neighborhood association board or district coalition board will be final.

B. Grievances Regarding These Guidelines

written response from the neighborhood leadership. The response is part of a process to encourage fair and equitable treatment of all individuals involved in neighborhood volunteer efforts.

2. **Grievant:** Anyone who submits a grievance and alleges s(he) has been harmed by a violation of their Neighborhood Association's bylaws, District Coalition's bylaws or a violation of these Standards.
3. **Respondent:** A person or entity against whom the grievance is lodged. A respondent can be an organization (Neighborhood Association, District Coalition, or the Office of Neighborhood Involvement) or its officers, board of directors or committee subject to the organization's bylaws or Office of Neighborhood Involvement Standards.

C. Grievance procedures for Neighborhood Associations

Prior to the filing of any grievance or appeal, parties are encouraged to follow the following steps towards resolving differences:

1. **One-on-one dialogue:** Individuals or groups are encouraged to first seek resolution of differences through one-on-one dialogue. Consider contacting an officer of the Neighborhood Association or District Coalition for advice.
2. **Mediation:** A circumstance could present itself that may require an individual to facilitate the discussion with the affected parties of the grievance. If the affected parties are unable to settle upon a facilitator to assist them in their meeting, then the parties should consult with the Office of Neighborhood Involvement for assistance through the Neighborhood Mediation Program.
3. **Grievance procedure with a Neighborhood Association:**

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In the event that a grievance is made against a neighborhood association, district coalition or neighborhood business association concerning compliance with these *Guidelines*, and after all of the review procedures of the neighborhood association or district coalition have been exhausted, a determination may be sought from the Office of Neighborhood Involvement. The Office of Neighborhood Involvement Director will review the grievance and make a determination after discussing the grievance with the parties involved, and after reviewing any material in support of or in opposition to the grievance. A request for corrective action, if required, will be made to the neighborhood association's board or district coalition or neighborhood business association's board. The neighborhood association board, district coalition or business association board will be asked to respond in writing with a corrective action plan.

Neighborhood Associations shall have internal grievance procedures outlined in their bylaws. Grievance procedures shall at a minimum include the following:

- a) A grievance must contain an alleged violation of the subject Neighborhood Association's bylaws or these Standards.
- b) Bylaws of a Neighborhood Association must designate that a grievance be brought to a Neighborhood Association president, designated Neighborhood Association officer, or designated committee of the Association and/or board as provided in the bylaws.
- c) A grievance must be submitted by the grievant within 45 business days of the alleged incident. The grievance must be reviewed and responded to by the appropriate Neighborhood Association procedures within 60 calendar days from receipt of the grievance.
- d) The Neighborhood Association's consideration of the grievance shall be open to the public. The findings of a grievance shall be a matter of public record. Deliberations of the decision-makers, however, may be held in executive session.
- e) The Neighborhood Association's response shall be in writing and include supporting findings of the decision. The association is encouraged to maintain any supporting documents in case of appeal.
- f) Only upon unsatisfactory resolution of a grievance with a Neighborhood Association may the grievant appeal to the appropriate District Coalition. The grievant has fourteen calendar

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	<p>days from the date the decision is rendered to appeal.</p> <p>D. Appeal and grievance procedures with District Coalitions:</p> <p>Parties are asked to follow the following steps towards resolving differences.</p> <ol style="list-style-type: none">1. One-on-one dialogue: Individuals or groups are encouraged to first seek resolution of differences through one-on-one dialogue. Consider contacting an officer of the Neighborhood Association or District Coalition for advice.2. Mediation: A circumstance could present itself that may require an individual to facilitate the discussion with the affected parties of the grievance. If the affected parties are unable to settle upon a facilitator to assist them in their meeting, then the parties should consult with the Office of Neighborhood Involvement for assistance through the Neighborhood Mediation Program at Resolutions Northwest.3. Appeal procedure to a District coalition:<ol style="list-style-type: none">a) District Coalitions shall have internal appeal procedures outlined in their bylaws.b) Appeals of a grievance from a Neighborhood Association brought to a district coalition must contain an alleged violation of the appropriate Neighborhood Association's bylaws or Standards.c) Bylaws of a District Coalition must designate that an appeal be reviewed and heard by a District Coalition staff person, board president, designated board officer, or designated committee of the board or advisory committee.d) An appeal must be submitted to the District
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	<p>Coalition by the grievant within fourteen business days of adjudication of the grievance by the Neighborhood Association. The appeal must be reviewed and responded to by the District Coalition within 60 calendar days from the date the appeal was received.</p> <ul style="list-style-type: none">e) The District Coalition's consideration of the grievance is not required to be open to the public. Only the initial hearing of a grievance with the Neighborhood Association need be open. The findings of a grievance shall be a matter of public record.f) Only upon unsatisfactory resolution of an appeal with an established District Coalition may the grievant appeal to the Office of Neighborhood Involvement. The grievant has fourteen calendar days to appeal. <p>4. Grievance procedure with a District Coalition:</p> <p>District Coalitions shall have internal grievance procedures outlined in their bylaws. Grievance procedures shall at a minimum include the following:</p> <ul style="list-style-type: none">a) A grievance against a District Coalition must contain an alleged violation of the subject District Coalition's bylaws or these Standards.b) Bylaws of a District Coalition must designate that a grievance be reviewed and heard by a District Coalition staff person, board president, designated board officer, or designated committee of the board as provided in the bylaws.c) A grievance must be submitted to the District Coalition within 45 business days of the alleged incident. The grievance must be reviewed and responded to by the District Coalition within 60
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C. Grievances Against the Office of Neighborhood Involvement.

Any major grievance against the Office of Neighborhood Involvement must be filed in writing with ONI. ONI shall respond to the written grievance within ten (10) working days. A subsequent meeting(s) shall be scheduled by request and at the convenience of both parties. If necessary or desirable, the parties involved may request a mediation process acceptable to both parties. Resolution of the grievance should be the sole responsibility of ONI and the other party.

calendar days from the date the grievance was received.

- d) District Coalition consideration of the grievance shall be open to the public. The findings of a grievance shall be a matter of public record. Deliberations of the decision-makers, however, may be held in executive session.
- e) The District Coalition's response shall be in writing and include supporting findings of the decision. The District Coalition shall maintain any supporting documents in case of appeal.
- f) Only upon unsatisfactory resolution of a grievance may the grievant appeal to the Office of Neighborhood Involvement. The grievant has fourteen calendar days from the date the decision is rendered to appeal.

E. Appeal and grievance procedures with the Office of Neighborhood Involvement:

Parties are asked to follow the following steps towards resolving differences.

1. **One-on-one dialogue:** Individuals or groups are encouraged to first seek resolution of differences through one-on-one dialogue. Consider contacting a program manager or bureau director.
2. **Mediation:** A circumstance could present itself that may require an individual to facilitate the discussion with the affected parties of the grievance. If the affected parties are unable to settle upon a facilitator to assist them in their meeting, then the parties should consult with the Office of Neighborhood Involvement for assistance through the Neighborhood Mediation Program.

3. Appeal procedure with the Office of Neighborhood

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	<p>Involvement:</p> <ul style="list-style-type: none">a. Grievances appealed to the Office of Neighborhood Involvement must contain an alleged violation of the Office of Neighborhood Involvement Standards.b. Appeals must be submitted in writing, within fourteen calendar days of final adjudication of a grievance by a District Coalition. The appeal must be reviewed and responded to by the Office of Neighborhood Involvement within 60 calendar days from the date the grievance was received.c. The appeal must be in the following format:<ul style="list-style-type: none">i. Provide a fully detailed explanation of the process, rule, or procedure stated in the Standards that is in question, i.e. what is being grieved.ii. Describe the individual or organization that is directly harmed and why they are harmed.iii. A remedy (solution) that would satisfy the grievant.iv. Typed on maximum of three pages.v. Provide three copies of the grievance.d. The appeal will be reviewed by the Director of the Office of Neighborhood Involvement or designee to make certain all the requirements of the grievance and appeal process are met. The Office of Neighborhood Involvement has the exclusive right to determine whether an appeal meets the threshold criterion of containing a credible allegation of a substantial
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	<p>violation of the Standards and if the grievant has exhausted all attempts to resolve the original grievance within internal Neighborhood Association and District Coalition procedures. If any part of the appeal is found to be missing the grievant has fourteen calendar days to resubmit the appeal. Otherwise, the Grievance automatically dies.</p> <p>e. The Office of Neighborhood Involvement has the right to determine if there has been a substantial violation of the Standards and order appropriate remedies. Remedies may range from requiring a Neighborhood Association to redo a decision-making process to de-recognition by the Office of Neighborhood Involvement.</p> <p>f. Final adjudication of the appeal is by the Director of the Office of Neighborhood Involvement and/or designee. A response will be sent within 24 hours via United States Postal Service, registered mail return receipt requested, to both the grievant and respondent.</p> <p>4. Grievance procedure with the Office of Neighborhood Involvement:</p> <p>a) Grievances of an action of the Office of Neighborhood Involvement must be based upon an alleged violation of the Standards.</p> <p>b) Grievances must be submitted in writing within 45 calendar days of the incident. The Grievance must be reviewed and responded to in writing by the Office of Neighborhood Involvement within 60 calendar days from the date the grievance was received.</p> <p>c) The grievance must meet the same format</p>
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The section below is an addendum to the Guidelines in an attempt to summarize components of the State of Oregon Public Meetings law that would most affect neighborhood associations. Reminder: Oregon State Courts have determined that neighborhood associations are not accountable to State Public Meetings law. City Council in the early 80's adopted this standard to hold associations accountable to state law.

ADDENDUM OREGON PUBLIC RECORDS AND PUBLIC MEETINGS LAW, (ORS 192)

PUBLIC MEETINGS LAW

The State of Oregon requires that decisions and deliberations of 'governing bodies' be open to the public. Further, groups which are deliberative, require a quorum, take votes and advise or make recommendations to a public body are subject to the Public Meetings Law. The Code of the City of Portland requires that District Coalitions and their respective committees (including ad hoc committees) and recognized Neighborhood Associations and their respective

requirements for an appeal as stated above in this section, (VII, E, 3, c: *Appeal procedure with the Office of Neighborhood Involvement. Page 35.*)

- d) The Grievance will be reviewed by the Office of Neighborhood Involvement. ONI has the exclusive right to determine whether a grievance meets the threshold criterion of containing a credible allegation of a substantial violation of the Standards.
- e) Adjudication of the grievance is by the Director of the Office of Neighborhood Involvement. A response will be sent via United States Postal Service, registered mail return receipt requested, to both the grievant and respondent.
- f) Only upon unsatisfactory resolution of a grievance with the Office of Neighborhood Involvement may the grievant appeal to the Commissioner in charge of ONI.

VIII. Open Meetings and Public Records

A. Purpose

Public participation in the civic affairs of local government is a hallmark of democratic societies and of government that responds to the public it serves. Neighborhood Associations and District Coalitions are an integral part of the structures that support timely, meaningful, vigorous, and diverse public participation in the civic affairs of the City of Portland. To foster that public participation, Neighborhood Associations and District Coalitions, with limited exceptions, as noted in this section, shall:

Conduct their affairs in meetings open to and with adequate notice to the public, and,
Make their records available for public review in accordance with this section.

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committees (including ad hoc committees) shall comply with this State law.

For most Neighborhood Associations and Coalitions and their committees, these requirements enhance, rather than restrict, the decision-making process. Generally Neighborhood Associations and Coalition meetings will be more effective if efforts are made to include all interested parties and to make them feel comfortable about participating.

It is recommended that the Chairs of Boards and committees be familiar with Public Records and Public Meetings Law (ORS 192) and Robert's Rules of Order. These important tools, "will help a Neighborhood Association maintain orderly meetings and processes. The District Coalition office staff can assist with orientation and training in these areas.

Neighborhood Association bylaws should include requirements for voting processes and quorums. Make sure these requirements continue to be met. For more information, see the Sample Bylaws in the ONI Citizen's Handbook.

Following is only a summary of Public Meetings Law. Please keep in mind that the summary includes only basic requirements to comply with the law.

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All Neighborhood Associations and District Coalitions shall comply with this section. Business District Associations are encouraged to comply with this section.

B. Definitions

1. **“Committee”** includes a subcommittee, task force, or other group organized to conduct business of a Neighborhood Association or District Coalition.
2. **“Decision”** includes all decisions and policy recommendations, except routine day-to-day decisions, within the scope of authority of general membership, board, or committees. Examples of routine day-to-day decisions are those of staff carrying out his or her duties; performance of duties required or authorized by bylaws, such as preparation of agendas and notices; and the details of the manner in which decisions are implemented. “Decision” also excludes elections of board members, officers, delegates or other elected positions of Neighborhood Associations or District Coalitions.
3. **“Executive session”** means the whole or part of a meeting of the general membership, board, or committee that is closed to certain persons for the period of deliberation on the matters listed below in this section, (*VIII, D, 2: Meetings Open to the Public. Page 39.*)
4. **“General membership”, “board”, and “committee”** mean the general membership, board, or committee of a Neighborhood Association or District Coalition.
5. **“Meeting”** means the convening of the general membership, board, or a committee for which a quorum is required in order to make a decision on any matter or to deliberate toward such a decision. Subcommittees without executive authority are not subject to quorum requirements or to these open meeting standards.

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Reminder: The items below relating to Public Meetings and Records are in a different order than the existing Guidelines so that they match up, where appropriate, with the proposed language on the right.

MEMBERS MAY GATHER AFTER A MEETING TO DISCUSS AGENDA ITEMS IF THE INTENT IS NOT TO DELIBERATE A DECISION AND NO DECISIONS ARE MADE

Although informal gatherings following meetings are permissible under the law, the intent of such a gathering may not be to deliberate issues and no decision may be made. Members constituting a quorum must avoid any group

6. **“Quorum”** means the minimum number of general membership, board or committee members who must be present at a meeting in order to take a vote that results in a decision. The quorum must either be a fixed number or number that can be calculated from a clear formula in the bylaws or other rules of the Neighborhood Association or District Coalition. Calculation of a clear formula will allow the quorum to vary for reasons such as vacant seats on a board or committee. It is invalid for bylaws or other rules to provide that whatever number of members is present constitutes a quorum.
7. **“Records”** include any writing, or part thereof, containing information relating to the conduct of the business of a Neighborhood Association or District Coalition that is prepared, owned, used, or retained by the Neighborhood Association or District Coalition; provided however that “records” shall not include calendars, diaries, planners, personal organizers, or similar items of members or employees; nor shall it include electronic mail intended as private communication between two or more people and not related to Neighborhood Association and District Coalition business.
8. **“Writing”** means any means of recording information, electronic or non-electronic.
9. **“Executive Authority”** means having authority to make decisions on behalf of a Neighborhood Association or District Coalition as defined by their bylaws.

C. Decisions Shall Be Made At Meetings

Members of a general membership, board, or committee, as established by the governing bylaws, shall make all decisions and conduct all deliberations toward a decision at a meeting open to the public at which a quorum is in attendance. (See *D: Meetings Open to Public, below in this section. Page 39.*)

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discussion of the business of their Board or committee during private social gatherings.

MEETINGS MUST BE OPEN TO THE PUBLIC

All meetings must be open to the public, except for executive sessions.

BOARDS, PUBLIC BODIES, OR COMMITTEES MAY MEET PRIVATELY TO DISCUSS CERTAIN ISSUES IN EXECUTIVE SESSIONS

Boards, public bodies, or committees of Boards may meet privately to discuss certain issues without including the general public in "executive sessions." An executive session may be part of a regular meeting or be a separate meeting, but public notice must be given in either case and the statutory authority for calling the session (i.e., Public Meeting Law ORS 192.660) must be identified. Personnel issues such as salary negotiations or disciplinary action, labor negotiations and legal advice regarding litigation are among the items that may be discussed during an executive session. Representatives of the press must be allowed to attend an executive session but may not publish information from that meeting. Final decisions may not be made at executive session although members may reach a consensus; votes or final actions must take place during a public meeting.

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Members have one vote each and decisions shall be made by a vote that is at least a majority vote of those members who are voting. Proxy voting is prohibited. Members may gather informally but shall not make or deliberate toward a decision.

D. Meetings Open to Public

1. Except as otherwise provided below, meetings must be open to public attendance, with notice provided and minutes taken as provided in these Standards.
2. Neighborhood Associations and District Coalitions may close meetings or parts of meetings to public attendance when in executive session. An executive session is limited to members of the governing body, others reporting to the body on the subject of the executive session, and the media. The body may include others at their discretion. Any information revealed in an executive session is considered privileged and may not be reported. Executive sessions may be held only to deliberate toward a decision on the following matters:
 - a. Personnel matters such as hiring, performance review, firing, discipline, and compensation;
 - b. Mediation of personal disputes among members or employees, but not including grievances;
 - c. Consultation with legal counsel;
 - d. Consideration of records exempt from release by law; and
 - e. Preparation for presentation of testimony in appeals of land use review decisions.
 - f. Consideration of grievances. However, the findings and documents of a grievance shall be a matter of public record.
3. Voting to render a decision, including a decision on matters considered in executive session, must be done in a meeting open to public attendance.

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NOTICE MUST ALSO BE GIVEN TO THE PUBLIC AT LARGE

Reasonable notice must also be provided to the public at large, although this does not need to be direct. To meet the requirement regarding notification of the public at large, the posting of a notice, as spelled out immediately below, will generally meet the minimum requirements of this part of the law. (The bulletin board where the notice is posted must be accessible to the public.) District Coalitions and Neighborhood Associations are encouraged, however, to provide public notice as broadly as practical.

THE AMOUNT OF NOTICE GIVEN UNDER THE LAW MUST BE REASONABLE, BUT NO SPECIFIC AMOUNT OF TIME IS REQUIRED

For most meetings, adequate notice can be provided to the public at large through press releases to the local media. District Coalition staff and ONI staff can help with notifying the press, but if that help is wanted, an organization must request it ten days before the scheduled meeting date. (The law does not require a certain amount of notice which must be given; the ten days is the lead time which ONI and the Coalitions need to get the information published in The Oregonian. The law also does not require an organization to guarantee publication of a news release; it does encourage sending them out and it does require notification to any news media requesting it.) For more information, see the section on "Getting the Word Out" in the ONI Citizen's Handbook.'

4. Minutes must be kept during executive sessions but they can be filed in a separate location from regular meeting minutes. (See below in this section VIII, E, 3: Notice regarding content of meeting notices for executive sessions. Page 42.)

E. Notice

1. Neighborhood Associations and District Coalitions shall provide the following notice for all meetings and elections described above in section VIII, D: Meetings Open to Public, Page 39:
 - a. Notice to the general public reasonably calculated to give actual notice:
 - i. When practicable, notice of a Neighborhood Association meeting shall be published in the respective newsletter of the Neighborhood Association or District Coalition serving that Association. Notice of a District Coalition meeting shall be published in the newsletter of that District Coalition. Such publication constitutes sufficient notice under this section.
 - ii. In the absence of such publications a Neighborhood Association should attempt to publish notice in a regularly scheduled for-profit community newspaper, many of which do provide community calendars for free.
 - iii. ONI shall post monthly neighborhood meeting information on the ONI PortlandOnline website. It is the responsibility of Neighborhood Associations to provide any updated changes to meeting information to their District Coalitions and ONI by their

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<p>DIRECT NOTICE MUST BE GIVEN TO THOSE WHO HAVE REQUESTED IT, IN WRITING, INCLUDING ANY MEDIA Actual (direct) notice must be provided to specifically interested persons, such as Board and committee members, and others who have requested notification in writing, including any media.</p> <p>PARTIES WITH SPECIAL INTEREST SHOULD BE NOTIFIED DIRECTLY IF IT CAN BE DONE REASONABLY Newsletters, flyers, notices and mailings sent to interested parties, including agenda information, also help get the word out. The law also encourages organizations to directly notify those parties which it knows have a special interest in a meeting. It does not, however, require that this be done in order to minimally comply.</p>	<p>established deadlines. Unaffiliated Neighborhood Associations work with ONI directly. Such online posting constitutes sufficient notice under this section.</p> <p>iv. ONI shall also notify local media on a monthly basis with meeting information. This is not a guarantee that for-profit publications will provide the listing.</p> <p>v. Other methods of notice include posting of notices on public bulletin boards, door-to-door distribution of flyers, press releases, phone banks, electronic mail, websites, cable access TV, and faxes. These should be established ongoing outreach methods by a Neighborhood Association in order to be sufficient notice under this section.</p> <p>vi. Notice under this section (<i>VIII, E, 1, a</i>) must be given seven days before the meeting.</p> <p>b. Direct notice to members of a board or committee that is meeting, and individuals and news media that have requested notice. Direct notice shall be notice delivered to members by hand, U.S. postal service mail, or private delivery service, or by verified fax or electronic mail. When the above methods are not practicable, notice may be done by telephone. The notice shall be sent by a time that in the regular course of delivery will allow the recipient to receive the notice at least one day before the meeting.</p>
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NOTIFICATION MUST INCLUDE A DESCRIPTION OF THE AGENDA ISSUES, BUT ADDITIONAL ISSUES MAY BE ADDED AFTER THE NOTICE IS GIVEN

Notification to specifically interested persons and to the public must include date, time, place and a brief description of the nature of the principle subjects to be discussed. Issues which were unknown at the time of notice and therefore not listed may be discussed and voted on.

"SPECIAL" MEETINGS MAY BE CALLED WITH A MINIMUM OF 24-HOUR NOTICE

Although Coalitions and Neighborhood Associations are encouraged to set meetings and provide notice as far in advance as possible, this is not always feasible. The law allows meetings to be called with a minimum of 24-hour notice. In these cases, it says press releases or phone calls should be issued to the media (and must be issued to any media requesting notification) and, subject to what is reasonable, interested members of the public should be notified by phone. Coalitions and Neighborhood Associations are encouraged to comply with these suggestions of the law, but are not required to in order to meet minimal compliance.

ORGANIZATIONS MAY HOLD "EMERGENCY" MEETINGS WITH LESS THAN 24-HOUR NOTICE

In the case of an actual emergency an organization may hold a meeting With less than 24-hour notice. It must, however, describe the emergency in the minutes of the meeting and state why the meeting could not be delayed to allow at least 24-hour notice. As in the case of special meetings, a good faith effort should be made to notify the public at large and those members of the public With a special interest in the issue at hand. An attempt must be made to provide such notification. It is good practice to document this attempt.

Only the emergency issue(s) may be dealt with at an emergency meeting.

2. Applicants in land use and liquor license reviews should receive direct notice of a meeting when their issue is on the agenda, even if they have not specifically requested it in writing.
3. All notice, written or verbal, shall state the date, time, and place of the meeting, and a brief description of topics on the agenda. Other topics that arise after notice is given may be added to the agenda at the meeting. Notices to the public of meetings conducted by telephonic communication shall include the location where the public may listen to or read the communication during the meeting. Notices of meetings held in executive session shall state the meeting will be held in executive session.

F. Notice for emergency meetings

Emergency meetings may be held with less than seven days' notice but not less than 24 hours notice. Direct notice as timely as practicable under the circumstances shall be provided to members of a board or committee that is meeting, and to individuals and news media that have requested notice. Notice to the general public shall be provided as set forth above in this *section E, 1, a: Notice (Page 40)*. Parties who are known to have a direct interest in the topic of a meeting should receive direct notice, even if they have not specifically requested so in writing. Minutes of the emergency meeting shall state the nature of the emergency and state why the meeting could not be delayed to allow at least seven days' notice. Members conducting business at the meeting may make decisions or deliberate toward decisions only on the agenda topic or topics for which the emergency meeting was called.

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MEETINGS MUST BE HELD IN THE AREA WHERE THE ORGANIZATION WORKS

Meetings must be held within the geographic boundaries of the area over which that the public body has jurisdiction. Meetings may be held in restaurants, private residences or businesses but adequate notice and arrangements for convenient attendance should be made.

PUBLIC MEETINGS MUST BE ACCESSIBLE

A good faith effort must be made to make meetings accessible to people with hearing impairment or other disabilities. If an activity or meeting is publicized, there should be a statement attached to the effect, 'if an individual is in need of special accommodation, contact _____ one week in advance.' If someone indicates the need for a special accommodation, it should be provided. The Metropolitan Human Relations Center can assist with accessibility information.

TELEPHONE CONFERENCE MEETINGS MAY ONLY BE CONDUCTED UNDER CERTAIN CIRCUMSTANCES

Conducting a meeting through electronic conferencing means such as by telephone or computer is allowable under the law if notice is given and the public is provided at least one place to "listen" to the meeting by speakers or other devices.

G. Meeting location

1. Except as set forth below in this section VIII, G, 5: *Meeting Location*, meetings shall be conducted at a single location so that all members of the Neighborhood Association or District Coalition and the public in attendance physically convene in one place. Whenever practicable, meetings shall be held within the boundaries of their Neighborhood Association or District Coalition. Meetings not held within the boundaries shall be held as near as practicable to the Neighborhood Association's or District Coalition's boundary.
2. Meetings shall not be held in locations where any person attending the meetings would face discrimination on the basis of race, religion, color, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation.
3. Meetings shall be held in locations accessible to people with disabilities.
4. Neighborhood Associations and District Coalitions shall make a good faith effort to provide an interpreter for hearing-impaired people and for individuals who do not speak English as their primary language. In order to provide sufficient time to try to locate the necessary assistance meeting notices should indicate that any special needs must be made known to the Neighborhood Association or District Coalition a reasonable period of time before the meeting.
5. Meetings held in a single location may include the participation of members who are in telephonic communication. But meetings conducted solely or primarily by telephonic communication shall be held only in extraordinary circumstances when a meeting at a single location is not practicable. If the meeting is not an executive session, there shall be a location where the public can listen to the communication and participate to the extent public participation is allowed.

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PUBLIC PARTICIPATION IN BOARD DELIBERATIONS IS NOT REQUIRED

Meetings must be open to the public, but do not have to be open to public participation. The Chair controls the extent of public participation at a meeting. Organizations may want to adopt guidelines for public participation to aid Chairs in being fair and consistent at meetings.

IN SOME CASES, VOTES MUST BE RECORDED BY THE NAME OF THE VOTER

All official actions (recommendations, decisions and the like) must be taken by open vote. The vote of each member must be recorded by name, except for meetings of general membership or Boards or committees of more than 25 members. If an organization (or meeting) of more than 25 voting members does not normally record votes by name, it must do so if requested by a member. Written ballots are OK if each ballot identifies the member voting and if the final tally is announced. Results of all votes must be made public and kept in the minutes of the meeting.

SMOKING IS BANNED

Smoking is banned at public meetings.

PUBLIC RECORDS LAW

H. Public participation

The chair of the meeting controls the extent of public participation subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition. Neighborhood Associations and District Coalitions are not required to allow public participation in board or committee meetings, although the public is entitled to be present.

I. Disruptions

Subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition, the chair of a meeting may have anyone removed who disrupts a meeting after receiving at least one verbal warning during the same meeting.

J. Voting

1. Subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition, voting at meetings may be done orally, by a show of hands, or by a written ballot that contains the name of the member voting and the vote of that member. For election of officers, board members, and other representative and delegates, voting may be done by secret ballot. Upon the request of any voting member, a show of hands shall follow an oral vote. Anyone wishing to see written ballots may do so at the meeting or anytime thereafter before the ballots are discarded. Written ballots must be retained for a period of 60 days after the vote and then may be discarded.
2. Proxy voting and voting by mail are prohibited. Voting in elections need not be held during meetings but may be kept open for up to 24 hours.

K. No Smoking At Meetings

Smoking is prohibited at meetings.

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The City's Code requires District Coalitions and recognized Neighborhood Associations to follow Public Records Law. ONI's contracts with the District Coalitions further obligate District Coalitions to comply because most records produced by the District Coalitions are contractually owned by the City.

District Coalitions and recognized Neighborhood Associations are required to keep certain records regarding the public decision-making process and to make those records available to the public.

For District Coalitions and recognized Neighborhood Associations, the Public Records Law means that:

MINUTES MUST BE TAKEN AT ALL MEETINGS AND MUST BE AVAILABLE UPON REQUEST TO THE PUBLIC

Minutes must be taken at all meetings and those minutes must be available to the public, upon request, within a week or so following the meeting. Even though the minutes will not be approved by the Board until the next meeting, they must be available for public review within the week or so time frame.

MINUTES DO NOT HAVE BE A VERBATIM TRANSCRIPT OF THE MEETING

Minutes should be taken by the officer of the Board designated by the bylaws to do so.

Minutes do not have be a verbatim transcript of the meeting, but should at a minimum summarize discussions and actions. Minutes of executive sessions may be taped rather than written.

MINUTES MUST INCLUDE CERTAIN ITEMS

Minutes must include the following:

- Members present;
- Motions, proposals, and resolutions discussed and their disposition;
- Results of all votes taken and -- unless the Board has more than 25 members-- the vote of each member by name (if anyone on the Board requests that the vote be taken by name, that must be done even if the Board does have more than 25 members);
- The substance of any topic and any discussion; and
- A reference to any public document which may be discussed.

Section III, #9 inserted below. Not part of addendum.

III: Role and Responsibility of District Coalition(s)

L. Minutes

1. Minutes shall be taken at all meetings. Minutes do not have to be a verbatim transcript of the meeting but shall at least summarize discussion and actions. Minutes shall also include the following:

All actions, including motions, proposals, and resolutions stated in full and their dispositions; and, Results of all votes taken, and a summary of minority opinions on all topics on which a vote is taken.

2. Minutes shall be put in writing and made available to the public, except for minutes from executive sessions, within a reasonable time after the meeting. Neighborhood Associations are required to forward copies of their meeting minutes to their District Coalitions. Neighborhood Associations unaffiliated with a District Coalition are required to forward copies of their meeting minutes to the Office of Neighborhood Involvement.

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9. Meeting Minutes

Record in the minutes of each meeting all official action(s) taken by the district coalition board. Minutes shall include a record of attendance and the results of any vote(s) taken. A copy of the minutes with dissenting views highlighted should be transmitted along with any recommendation made by the district coalition to the City.

NONEXEMPT PUBLIC RECORDS MAY BE INSPECTED BY ANY MEMBER OF THE PUBLIC

The State statute requires that public records which are not exempt from the law may be inspected by any member of the public. The law does, however, give the custodian of the records the right to adopt rules to protect the records and to maintain office efficiency and order.

SOME RECORDS ARE CONFIDENTIAL AND THEREFORE EXEMPT FROM THE PUBLIC RECORDS LAW

Some records are confidential and therefore exempt from public review. For example, personnel information, litigation information, or confidential disclosures from citizens may be exempt from public disclosure unless it is determined that such disclosure is in the public interest. The City Attorney may be contacted through Office of Neighborhood Involvement for assistance in defining which records are considered confidential.

PUBLIC BODIES MAY CHARGE REASONABLE FEES AS REIMBURSEMENT FOR THE COST OF MAKING RECORDS AVAILABLE TO THE PUBLIC

Amendments to the Public Records Law which are not adopted in 1989 specify that public bodies may establish fees "reasonably calculated to reimburse [the public body] for its actual cost in making such records available." District Coalitions and Neighborhood Associations should adopt policies and procedures for dealing with requests for access to public records and for copies of public records, including the establishment of a reasonable fee based on staff time involved and other costs of reproduction. Remember, the fee may not

3. See above in this section VIII, D, 4: *Meetings Open to Public* (page 39) regarding minutes for executive sessions. See above in this section VIII, F: *Notice for Emergency Meetings* (page 42) regarding minutes for emergency meetings.

M. Inspection of Records by Public; Exemptions

Any person may inspect the records of a Neighborhood Association or District Coalition, except the following records:

1. Records pertaining to personnel matters such as hiring, performance review, firing, discipline, and compensation;
2. Records pertaining to mediation of personal disputes among members or employees, but not including grievances;
3. Records pertaining to consultation with legal counsel;
4. Records exempt from release by law.
5. Records pertaining to the personal affairs of members or employees.
6. To protect records, maintain District Coalition efficiency and order, and exclude exempt records from inspection, the Neighborhood Association or District Coalition may control the time and manner of inspection of records.
7. No District Coalition or Neighborhood Association is required to compile a record that is not already in existence.

N. Reasonable Fees

Neighborhood Associations and District Coalitions may charge reasonable fees for making records available, including fees for reproduction of records and for employee time.

O. Retention of Records

1. Neighborhood Associations shall promptly deliver copies of their minutes, bylaws, articles of incorporation, records of tax-exempt status, and records of grievances to the District Coalitions with

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exceed the actual cost.

For assistance in maintaining proper files and records, contact the Neighborhood's District Coalition. For more information consult the State Attorney General's Public Records and Meetings Manual. A copy of this is available at your District Coalition Office, or a Neighborhood Association may purchase one from the Department of Justice: Publications Center, 16 Justice Building, Salem, OR 97310, (503) 378-2992. A reference copy of the manual is also available in the Government Documents- Room at the main branch of the Multnomah County Library, 801 SW Tenth in Portland.

Although the current Public Records and Meetings statute (ORS 192) is printed in the back of the Attorney General's manual, subsequent charges may occur. To check on the most recent version of the statute itself, contact the Legislature Counsel, S101 State Capitol, Salem, OR 97310, (503) 378-8148.

Section XI moved to another location.

XII. AMENDMENTS TO OFFICE OF NEIGHBORHOOD INVOLVEMENT GUIDELINES

Any party wishing to propose amendment(s) to the *Guidelines* may do so by submitting the proposed amendment(s) in writing to ONI.

The Office of Neighborhood Involvement, in cooperation with

which they are affiliated. Unaffiliated Neighborhood Associations shall promptly deliver these documents to the Office of Neighborhood Involvement.

2. Neighborhood Associations and their affiliated District Coalitions shall retain specific types of records for a specific period, depending on the type of record:
 - a. Minutes of board, committee, and general membership meetings should be retained permanently.
 - b. Articles of incorporation, records of tax-exempt status, and records of grievances should be retained permanently, and bylaws and other operating rules should be retained while they are current.
 - c. Business records should be retained for seven years.
 - d. Records, such as correspondence, pertaining to any issue a neighborhood votes on should be retained permanently.
 - e. Neighborhood Associations shall retain records as required by any state, federal, or other laws.

3. District Coalitions:

- a. Shall permanently retain records received from Neighborhood Associations pursuant to above section, *VIII, O, 2: Retention of Records (Page 45.)*
- b. Shall retain records as required by their contracts with the Office of Neighborhood Involvement and by any state, federal, or other laws.

IX. Review of Office of Neighborhood Involvement Standards

The Office of Neighborhood Involvement, in cooperation with Neighborhood Associations and District Coalitions, will organize a committee to review these Standards four years after their adoption by City Council. Any party wishing to propose amendment(s) to the Standards may do so by submitting the proposed amendment(s) in

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neighborhood groups, will review the *Guidelines* at least every four years.

A committee composed of:

- (a.) a representative of each district coalition/neighborhood office,
- (b.) at least one representative of district coalition or neighborhood office staff,
- (c.) at least one of ONI staff, a citizen representing the unaffiliated neighborhoods,
- (d.) at least one member representing neighborhood business associations and
- (e.) one member representing communities beyond neighborhood boundaries will receive and review proposed changes and revisions to the *Guidelines*.

Proposed amendments will be developed and distributed to each neighborhood association, district coalition, or affected entity for review and comment during a 60-day period. A public hearing will be scheduled to receive oral and written testimony from all interested parties.

The committee will then review the citizen comments and develop and distribute amendments to refer to the Commissioner-in-charge for approval.

writing to the review committee.

A. **Composition of the review committee**

All representatives shall be chosen by their organizations. The chair of the committee will be selected by the committee. The chair of the committee will be a volunteer representative. Positions on the committee are provided for the following stakeholders:

1. A volunteer representative of each District Coalition,
2. A volunteer representative of unaffiliated Neighborhood Associations,
3. At least one volunteer representing Business District Associations,
4. At least one volunteer representative of Portland's diverse communities,
5. At least one representative of District Coalition staff,
6. At least one representative of Office of Neighborhood Involvement staff,
7. A representative of City bureaus other than the Office of Neighborhood Involvement, and,
8. The liaison to the Office of Neighborhood Involvement from the City Attorney's Office.

B. **Public review and comment**

The draft of the committee's revisions will be distributed to each Neighborhood Association, District Coalition, Business District Association, all City agencies, diverse community organizations in the Office of Neighborhood Involvement's database, other affected stakeholders who've requested to be notified. The review and comment period shall be no shorter than 60 days. At least one public hearing will be scheduled to receive oral and written testimony from all interested parties. The committee will then review the public comments and approve any final changes before referring amendments to the Commissioner-in-charge for approval. The Commissioner-in-charge shall then present to City Council for final review with a minimum of 45 days notice before Council action.