



Handout #3: Ground Rules

PURPOSE OF THE STEERING COMMITTEE

The role of the Steering Committee is to guide the planning process for the City of Portland Natural Hazard Mitigation Plan (NHMP) update, and to foster an equitable approach to building Portland’s resilience to natural hazards. The Steering Committee will provide guidance and leadership, oversee the planning process, and act as a point of contact for local governments, neighborhoods, and community groups interested in this planning effort, working to ensure that all Portlanders have equal access to projects that reduce their risk from natural hazards. Members of the Steering Committee represent a cross-section of views and interests across Portland. Through this inclusion of diverse interests, the Steering Committee hopes to enhance the robustness of the planning effort and to build support for hazard mitigation activities across stakeholder groups. A successful planning effort will result in the adoption and approval of a NHMP that sets the stage for equitably reducing the adverse impacts of natural hazards within the City through activities and strategies embraced by both elected officials and the people of Portland.

DEFINITION OF STAKEHOLDER

Stakeholders for this planning process are persons and agencies that have a vested interest in the recommendations and implementation of the Portland NHMP. Stakeholders include residents; community groups; business owners; local, state and federal agencies; elected officials; visitors; neighboring communities; and others.

CHARGE STATEMENT

During the course of the City of Portland Natural Hazard Mitigation Plan (NHMP) Update, the Steering Committee will:

- guide the planning process,
- develop strategies for public involvement that foster mutual information exchange during plan development and implementation,
- promote and advocate for equity in hazard mitigation, and
- support the development of mitigation strategies that promote a decrease in loss of life, property damage, and long-term impacts to social, environmental and economic systems from natural hazards.

CHAIRPERSON AND VICE CHAIRPERSON

Jessica London, Solamon Ibe, and Jeremy O’Leary have been selected as the co-chairpersons of the Steering Committee. The Co-chairpersons will rotate acting Chairperson and Chairperson Support roles.

The role of the acting Chairperson for each meeting is to:

- lead meetings so that agendas are followed and meetings adjourn on-time;
- allow all members to be heard during discussions;
- moderate discussions between members with differing points of view; and
- be a sounding board for staff in the preparation of agendas and on how to best involve the full Committee in work plan tasks.

The role of the Chairperson Support person will be to assist in timekeeping and to assist in tracking the order in which members have indicated they would like to comment, particularly when agenda items are contentious.

QUORUM

A quorum for the Steering Committee will be 17 members. When less than 17 members are present at a meeting, items listed on the agenda may still be reviewed and discussed; however, any committee action as to those items will be postponed until a quorum is present.

ALTERNATES

Committee members were selected for the Steering Committee based on their specific backgrounds and perspectives on matters related to hazard mitigation. Regular attendance by members is needed to understand the issues presented, identify and reflect on various stakeholder perspectives, and reach agreements on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternates may be designated for each Steering Committee member. An alternate attending on behalf of a Steering Committee member shall have the same rights and responsibilities as the Steering Committee member during that meeting. Alternates will be included on all Steering Committee emails and should remain apprised of the business of the Steering Committee.

DECISION-MAKING

The Steering Committee will strive for consensus in its decision-making process. If consensus cannot be reached as to a particular item or issue, the Steering Committee's decision will be determined by a majority vote of the Committee members in attendance at the meeting, and the meeting summary will reflect the number of votes in favor, opposed, and in abstention. Any Steering Committee member may request that dissenting opinions be included in the meeting summary.

In the event that an issue brought to a vote results in a tie, 20 additional minutes of discussion time will be allotted for the topic. A re-vote will be conducted at the end of the allotted time. If the vote still results in a tie, decision-making authority will be handed over to the lead agency, Portland Bureau of Emergency Management (PBEM). PBEM may choose to decide on the issue, extend the time allotted for discussion or carry the item over to the next agenda.

RECOMMENDATIONS

The Committee's recommendations will be recorded in the meeting summaries and reflected in the NHMP, as appropriate. The Committee may also be asked to assist in public outreach efforts and public presentations of the NHMP and its recommendations.

STAFFING

The Planning Team for this project includes appropriate personnel from the City of Portland Department of Emergency Management, along with contract consultant assistance provided by Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

A City designated Public Information Officer (PIO), **Dan Douthit 503-823-3928**, will be the designated spokesperson for this planning effort.

MEETING DATES

Meetings generally will be conducted on the 3rd Wednesday of each month from 4:00 PM to 6:30 PM at the Wy'East Conference Room, Level L1, 501 N Dixon St. Portland, OR 97227. A teleconference number will also be provided for those wishing to join the meeting, but who are unable to attend in person. The planning team requests that steering committee members be given first priority for spaces on the conference line in the event those who choose to utilize the call-in option exceeds the line capacity. Meetings that conflict with religious, state or federal holidays will be rescheduled at the Steering Committee's discretion. Such scheduling changes will be noted on the hazard mitigation plan website. Meetings will be open to the public and will be advertised as such.

ATTENDANCE

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members and their designated alternates are unable to attend a meeting, they should provide as much advance notice as reasonably possible to the Planning Team before the meeting is conducted. If neither a Steering Committee member nor his or her alternate attends 2 consecutive meetings or 3 cumulative meetings, the Steering Committee chairperson will reach out to the member to determine if participation will still be possible. The Steering Committee will strive to maintain the Steering Committee membership at 33 members with a representative makeup similar to the initial committee makeup.

PUBLIC INVOLVEMENT

All Steering Committee meetings will be open to the public.

Members of the public wishing to address the Steering Committee at a meeting may do so based on the following protocol:

- While the agenda is reviewed at the beginning of each Steering Committee meeting, the chairperson will ask if anyone wishes to be heard. Anyone wishing to speak will be given three minutes and Steering Committee members may then ask questions. This allotted time cannot be aggregated or passed on to another individual.
- The time allocation for public comment at each meeting will be determined by the chairperson.
- When many people are expected to testify, sign-up lists will be provided. Written materials may also be submitted to the Steering Committee for distribution to members either prior to or at the meeting. Written material for distribution to members may also be submitted by those unable to attend in person.
- Those wishing to make video or PowerPoint presentations should check with the Planning Team prior to the meeting (danielle.butsick@portlandoregon.gov).
- All comments must have relevance to the NHMP and the planning area. Relevance will be determined by the chairperson.

A member of the public may request clarification from the Steering Committee by raising his or her hand during the normal course of the meeting; however, permission to speak will be granted at the discretion of the chairperson.

The meeting agendas for all Steering Committee meetings will be posted on the NHMP website a minimum of 72 hours prior to all scheduled meetings (<https://www.portlandoregon.gov/pbem/67578>).

COURTESY

Committee members will treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

STEERING COMMITTEE MEMBERSHIP

*See attached roster.



Handout #1

Ground Rules Attachment A: Meeting Facilitation

COMMITTEE CO-CHAIRS

- Solamon Ibe – Portland African American Leadership Forum
- Jessica London – Oregon Health and Science University/Oregon Office of Disability and Health
- Jeremy O’Leary – East Portland Action Plan

One Chair and one Vice-Chair will serve at each steering committee meeting. Each Co-Chair will be off-duty approximately once every three months, depending upon scheduling needs. The Co-Chairs will determine scheduling in advance of each meeting. If a substitute is needed, Co-Chairs will work with the other Co-Chairs and the Planning Team to designate an alternate.

Responsibilities

Chair

The Chair will be responsible for facilitating discussion during meetings. During normal discussion, the Chair will manage committee comments and questions, calling on members in the order they requested to speak. The Chair will also receive comments and questions from non-committee members at her or his discretion. If the topic becomes contentious or several members wish to provide comment, the Chair may request assistance from the Vice-Chair.

Vice-Chair

The Vice-Chair will manage committee and public comments when requested by the Chair, or when the topic becomes contentious or several members wish to provide comment. While managing comments, the Vice-Chair may also call on members of the public at her or his discretion. The Vice-Chair will track time spent on agenda items and will alert the Chair when time allotted to an agenda topic is nearing or has been reached.

Self-Representation

While acting as Chair or Vice-Chair, the Co-Chairs may represent their own interests, thoughts, and opinions so long as they do not use their position to overstep others. Comments from the acting Chair or Vice-Chair will be received in the same manner as comments from other members.

MEETING MANAGEMENT

Seating

Whenever possible, the meeting room will have a U-shaped conference table large enough for the entire steering committee. To facilitate accurate consensus and voting representation, conference table seating will be reserved for voting steering committee members and planning team members. In situations where a bureau or organization has both a primary member and a designated alternate present, only the primary

member will be seated at the conference table. Additional seating for non-voting stakeholders and members of the public will be provided. The bottom of the U-shape (head of the table) will be reserved for the Co-Chairs and Planning Team members. Committee members are free to choose any other seat at the table that will meet their needs.

Comment/Question Queue

At the discretion of the Chair and Vice-Chair, a whiteboard may be used to keep a running list of names of committee members and members of the public who wish to provide comments or questions. The Vice-Chair is responsible for managing the queue and ensuring committee members are called upon for comment. Members of the public may be added to the list at the Vice-Chair's discretion. Normal conversation is preferred, and this method will be employed only when deemed necessary by the Chair and/or Vice-Chair.

Voting Cards

Each steering committee member will be provided with a set of three colored cards to be used in committee discussions or voting activities. Committee members will use these colored cards to indicate their needs or voting preferences during discussion.

Red indicates a “no” answer during a vote. During discussion, a red card indicates that a committee member wishes to express a dissenting opinion or is uncomfortable with the present discussion. Red cards will be addressed in the order they are received.

Yellow indicates an “undecided” or “abstaining” vote. During discussion, a yellow card indicates that a committee member requires clarification before the conversation can continue. For example, a member might use a yellow card to request a definition when an acronym is used. Yellow cards will be addressed immediately, and should be used judiciously.

Green indicates a “yes” answer during a vote. During discussion, a green card indicates that a member has a supporting comment or question. Green cards will be addressed in the order they are received.

A set of cards will be provided for each committee member at every meeting. Each card will have its color name printed in text, and will include the above definition for its purpose. Cards will be collected from committee members after each meeting.

Handouts

All handouts will be printed and provided for committee members at each meeting.

COMMITTEE MEMBERSHIP

The Planning Team will maintain a roster for the steering committee. Committee members are free to designate alternates at their discretion. New voting members will be added at the committee's discretion. If a stakeholder or member of the public wishes to join the committee as a new voting member, she or he will be presented to the committee for confirmation.