



# PORTLAND COMMITTEE ON COMMUNITY-ENGAGED POLICING (PCCEP) BYLAWS

## I. Creation

PCCEP was created on September 5, 2018, by Council Resolution 37384.

### A. Purpose

#### *Mission*

The PCCEP's mission is to work with and give advice to the Mayor/Police Commissioner, Portland Police Bureau (PPB), and Portland's diverse constituencies; to solicit and exchange information between the community and PPB; to achieve the desired outcomes of equitable policing which exceeds constitutional requirements, and meaningful community engagement with and trust in PPB.

#### *Goals*

PCCEP members will independently assess the implementation of the Settlement Agreement. PCCEP will work to facilitate positive police/community relationships and promote public safety by assessing PPB's current community engagement processes, and developing recommendations and strategies for systems to increase public outreach and engagement with a broad-cross section of the community, to build confidence and improve outcomes. Additionally, PCCEP members will review and make recommendations on PPB policies touching the DOJ Settlement Agreement and/or key areas of concern, including constitutional policing, use of force, interactions with people experiencing mental illnesses, complaint investigations, and racial justice. PCCEP members will also make recommendations in the key areas of concern for Portland's diverse communities based on the communities' articulated experiences and grievances.

**B. Sponsoring Office:** Mayor's Office

**C. Office Liaison:** Mayor's Senior Policy Advisor

**D. Committee Liaison:** PCCEP Project Manager

**E. Advise to:** Mayor/Police Commissioner, Police Chief, OEHR Director

## II. City Role

The Mayor's Office will provide a staff person to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to PCCEP ("Project Manager").



The Project Manager will provide public notice of all meetings, post materials to a webpage, and prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

Agendas will be posted a minimum of 10 business days before a PCCEP meeting.

Minutes from all PCCEP meetings will be published on the City website within 10 business days after the meeting date.

### **III. Frequency of Meetings**

PCCEP will meet at least one time a month each calendar year and as otherwise necessary to conduct its business. Meetings will be conducted in accordance with the operating procedures specified herein.

### **IV. Membership and Term**

PCCEP members are public officials. Members should become familiar with rules and responsibilities described at the “Oregon Government Ethics Law - A Guide for Public Officials” (Oregon Government Ethics Commission).

**A. Total Membership:** 13 seats.

8 adult seats for 2 years;  
3 adult seats for 1 year; and  
2 youth seats for 9 to 12 months, at their choice.

**B. Terms:** Staggered.

**C. Term Limits:**

Members may serve any number of terms not to exceed eight years of total consecutive service. Completion of an unexpired term does not apply toward the eight-year cumulative.

At the completion of each term, regardless of term length, incumbents are required to complete notice of intent to continue to serve and discuss mutual benefits of continuing on PCCEP with the Project Manager.

Members interested in continuing service beyond eight years must sit out for one term before reapplying to serve on PCCEP.



#### **D. Alternates**

PCCEP asks the Mayor's Office to ensure a pool of nine Alternates to fill PCCEP vacancies.

PCCEP asks the Mayor's Office to fill a vacant seat with an Alternate within 30 days.

PCCEP will recommend an Alternate to the Mayor's Office when a seat becomes vacant. Such recommendation will be subject to a vote of the full PCCEP.

Members may not have specific Alternates and all serving members are selected and appointed to full terms.

#### **E. Quorum:** Simple majority: 50% plus 1 or greater number of seats (7).

A quorum of voting members is necessary to make decisions that represent the position of the PCCEP and to fulfill any other responsibilities.

PCCEP is not required to have a quorum to deliberate.

#### **F. Voting:** Majority of ~~seats~~ **members present at meeting** per ORS 174.130.

Proxy/absentee voting is not allowed.

Members may participate via teleconference.

PCCEP is not required to administer a formal vote to make recommendations.

#### **G. Stipend:** PCCEP members are presently receiving a stipend. Future stipends are subject to City authorization.

### **V. General Operating Procedures**

#### **A. Disclosure of Conflicts of Interest**

PCCEP members must announce the nature of a conflict in writing or orally of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.

The announcement needs to be made on each occasion when the member is met with the conflict of interest, and the member must disclose the nature of the conflict of interest. For example, the member must make the public announcement one time when met with the conflict of interest, but only one time in each PCCEP meeting. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting.



The Project Manager will record and keep all conflicts of interest that are announced during each meeting.

If it is found that a member did not disclose a conflict of interest, staff must alert the Mayor's Office and PCCEP members of the instance as soon as the incidence is known.

Any potential or actual conflict of interest noted by staff will be included in the recommendation report provided to the Mayor's Office.

### **B. Facilitation**

PCCEP members will decide how their meetings will be facilitated and may use an outside professional Facilitator who operates using culturally informed perspective.

### **C. Decision Making and Public Comment**

Meetings will be conducted to foster collaborative decision-making.

Decision-making is subject to quorum and voting requirements.

The public will be given the opportunity to provide comments prior to any vote.

## **VI. Removal of Members and Resignations**

### **A. General**

All members serve at the pleasure of the Mayor and may be asked to resign or be removed at the Mayor's discretion at any time unless authority (for instance, Code, statute, etc.) requires a different process.

If a member be removed or asked to resign, PCCEP will request a meeting with the Mayor.

### **B. Automatic Removal for Non-Attendance**

Any member who misses four or more meetings within a 12-month period will be removed. There is no distinction between excused and unexcused absences.

If a member misses a meeting, the Project Manager will check in with the member to support them in attending future meetings.

Removal from the PCCEP for attendance reasons does not preclude a person from applying to the PCCEP at a later time.



### **C. Reasons for Removal**

The Mayor, after consultation with the Council, the PCCEP Project Manager and PCCEP Co-Chairs (absent a conflict of interest) has sole discretion to determine when PCCEP members are no longer fit to serve on the Committee due to misconduct. PCCEP asks the Mayor to inform the member in writing that they have been removed from PCCEP.

### **D. Resignation Process**

Members are expected to make a good faith effort to complete their term. In cases where this is not possible, members are expected to provide notice to the Project Manager in writing (preferred) or verbally. Members are encouraged to complete the Resignation Form and submit to the Project Manager.

## **VII. Officers**

### **A. Positions**

PCCEP may elect the following Officers:

- Two Co-Chairs
- One Alternate Co-Chair
- One Secretary

### **B. Elections**

PCCEP will elect new Officers annually in November. No member may serve in the same Officer position for more than two years.

### **C. Resignation**

An elected Officer may vacate the position for any reason. That member will continue to participate as a full PCCEP member. PCCEP may fill a vacant position by special election.

### **D. Duties**

Officers will be responsible for conducting PCCEP meetings. Officers remain voting members of PCCEP. A presiding Officer will be designated at all times.

Officers may request that the Mayor's Office provide a culturally responsive Facilitator to facilitate PCCEP meetings.

Officers will encourage full and safe participation by everyone, assist in the process of building consensus, and ensure all participants abide by PCCEP's operating procedures.



The Co-Chairs, Office Liaison, and Project Manager will serve as liaison between PCCEP members and the City. In consultation with the Facilitator (if there is one) and Project Manager, Officers will develop meeting agendas, establish subcommittees if needed, and ensure an efficient advisory process.

### **VIII. Subcommittees**

PCCEP may divide its members into subcommittees authorized to act on behalf of the full PCCEP for an assigned purpose.

A Steering Committee will be composed of Co-Chairs, Alternate Co-Chair, and Secretary. The Steering Committee may include chairs and members of subcommittees.

Subcommittee meetings, including Steering Committee meetings, are subject to Oregon Public Meetings Law and must abide by quorum requirements when voting.

While subcommittees may engage non-members, only members may vote to approve reports and recommendations to be forwarded to the full PCCEP. When voting, the quorum for subcommittee members is the simple majority of the subcommittee (50% plus 1 or greater number of seats).

### **IX. Facilitator Role**

The City may contract with an independent and neutral third party whose role is to facilitate meetings, help develop recommendations, and produce approved reports. A Facilitator will not act as an advocate on any issue, any interest group, or any member of the PCCEP.

A Facilitator's responsibilities will be determined by the needs of the Mayor's Office and PCCEP, but may include:

- Ensuring a welcoming meeting environment where all members can participate;
- Ensuring a safe environment for minority opinions;
- Conducting meetings in a manner to foster collaborative decision-making and consensus building;
- Timekeeping; and
- Facilitating public comment.

### **X. Communications**

Members agree that transparency is essential to all deliberations. In that regard, PCCEP members will notify the Project Manager before communicating on behalf of the PCCEP as a whole.

PCCEP will handle media requests in a deliberate way.



## **XI. Public Meetings and Records**

Meetings of the PCCEP and subcommittee meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-690).

The Project Manager will provide at least 7 days' notice to the public regarding the dates, times, and locations of all PCCEP meetings. Agendas and minutes from all PCCEP meetings will be published on the City website within 10 business days after the meeting date.

Per ORS 192.670(1), PCCEP members can participate through telephonic conference calls. Requests for any other electronic communication means require approval from the Project Manager with City Attorney consultation. All PCCEP records, including formal documents, discussion drafts, meeting summaries, and exhibits are public records.

Communications among members related to the subject matter of PCCEP should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and votes made during meetings, memoranda, work projects, records, documents, text messages, pictures, or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal notes of individual members taken at public meetings might be considered to be public record to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)). Members are not allowed to deliberate towards a decision over e-mail, as public participation needs to be guaranteed through that process.

## **XII. Amendment of Bylaws**

PCCEP may vote to amend these bylaws. Amendments must be consistent with the PCCEP Plan.