

PBOT

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Northwest in Motion Welcome + Agreement Packet for new advisory group members

Roles, responsibilities and protocols as public officials and members of a public body.

Welcome!

By agreeing to participate on this body, you are now among a community of Portlanders who generously contribute to making a difference in the lives of others by volunteering in this public service capacity. In your role advising the Portland Bureau of Transportation (PBOT), you are our community partner in shaping a livable city as we plan, build, manage, and maintain an effective and safe transportation system that provides people and businesses with access and mobility.

PBOT believes community members have a right to participate in decisions that may affect them, which is why we seek to hear a diversity of voices in order to better understand the community and its spectrum of concerns. Together, your voices help influence decisions, ensure those decisions are equitable, and create better projects and policies. Thank you for contributing your voice, encouraging new voices to contribute theirs, and for connecting our work at PBOT with the communities that together we serve.

Sincerely,



Leah Treat

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Northwest in Motion: Community Advisory Group

About Northwest in Motion (NWIM)

Northwest in Motion is an opportunity to make walking, biking, and taking public transit easier for those traveling to or within Portland's historic Northwest District. The project will engage the growing community of residents, workers and visitors in the area to identify specific projects that the city can build over the next five years to make the neighborhood safer and more convenient to get around without the use of a car. Major outcomes of the project include:

- A list of specific walking, biking, and transit projects that the city can fund and build with neighborhood parking meter and permit revenue.
- Improvements to the existing neighborhood greenways to make them more comfortable for people biking and walking.

Purpose of Community Advisory Group (CAG)

The NWIM CAG serves to advise staff for the duration of the NWIM planning process. CAG feedback will be considered for integration into the Plan, which is anticipated go before City Council for a hearing and adoption in Spring 2019.

Roles and responsibilities

This section clarifies expectations of staff and advisory group members including how and when information will be shared, Oregon Public Meetings Law, and joint expectations for respectful participation. These roles and responsibilities will be discussed, edited as-needed and refined as a group during the first CAG meeting.

General expectations of staff

This body is advisory to PBOT staff who will work directly with this body to ensure that public issues and concerns are consistently understood and considered. PBOT staff will work with the advisory group to ensure that concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced resulting decisions and outcomes.

Staff will select and manage group members. JLA Public Involvement, our hired consultant for this plan, will prepare meeting agendas and facilitate up to six meetings. Outside of this scope will be the responsibility of City staff. Meeting agendas will be emailed to group members five days in advance of meetings. A staff member will take notes during the meetings and distribute brief meeting summaries prior to the subsequent meeting, by posting them to the plan website and emailing them to the Northwest in Motion interested parties email lists.

The Oregon Department of Justice requires that written “minutes” must include the members present, all motions and other actions, any votes that were taken and the substance of any discussion. Staff will gather attendance information from members of the public who attend the meetings and grow an interested parties email list for distributing meeting announcements and Plan updates. Staff will also maintain a project website for Plan information, meeting materials and updates.

During the advisory group process, staff will provide information relevant for the advisory group to be able to provide meaningful feedback to the most feasible extent possible. Facilitators will make every effort to hear equally from all group members.

Staff will work to ensure compliance with public meetings law. The right to know about and attend a public meeting of this body does not include a right to address the group. The public meetings law is a public attendance law, not a public participation law. Staff and facilitators have the prerogative to choose whether the group will be able to accommodate opportunity for members of the general public in attendance to address the group and if so, how. This may be accomplished by a public comment period at the beginning and/or end of meeting agendas, or if the group is small, agenda is light, and/ or the atmosphere is relaxed, members of the public may be invited to participate during group discussions.

Staff comply with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the staff will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5282, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCg>

General expectations of CAG members

Northwest in Motion CAG representatives will be responsible for keeping their individual organizations, agencies, neighborhoods, and/or community and business groups up to speed on the progress of the Plan. Other responsibilities include reviewing and commenting on project materials, helping to distribute invitations to open houses and other public events, providing regular updates to one’s community on the project, and consulting with members of their community on how to best represent their views, concerns, and recommendations. To this end, members agree to place the interests of the city above any particular political or organizational affiliations or other interests.

CAG representatives will provide input, advice and share their organization’s viewpoint to advise the project team on project recommendations. Members will strive to understand other stakeholder needs in reaching high levels of group agreement on their advice to the project team, understanding that the results of their deliberations are strengthened when they are widely supported by the group.

In addition, advisory group members will be expected to contribute the following:

- a holistic systems perspective for the benefit of all Portlanders
- a willingness to entertain perspectives different than one’s own

- a commitment to exploring opportunities for improving walking and bicycling conditions in Northwest Portland

Time is valuable and limited. Meetings are more productive when all participants are prepared. To this end, members agree to make effort to review meeting materials in advance of meetings, to arrive on time to meetings, and attend all meetings. If circumstances arise in which the member is not able to meet the obligations of their role, the member agrees to contact the facilitator as soon as possible (please see Meeting Attendance Policy under the Membership section).

Joint expectations

Members have been selected to serve on this public body out of, and on behalf of, the City's population of nearly 610,000 people. For staff, it is an honor and privilege to seek consult from engaged and committed community members who seek to join us in improving our City for all. In order to maximize this opportunity for public engagement with PBOT, staff will seek to fill positions on this body with those who rise to the occasion, providing their full participation and attendance.

All members play a role in assisting the facilitator in efforts to achieve a successful meeting. As such, each member agrees to do the following:

- Notice when they are speaking much more than others on the advisory group and take a step back when necessary to allow other voices the space they need to emerge
- Notice when they are speaking much less than others on the advisory group and find opportunities to vocally contribute so that others gain the benefit of a new voice
- Notice when others are speaking much less and bring this to the attention of the facilitator or advisory group in a respectful way that creates patient space for them
- Notice when expectations of staff and/or members are not being met and raise the issue with staff and/or the advisory group in a respectful way

Staff seeks to bring different viewpoints together to develop more robust discussion, more inclusive alternatives, and more sound recommendations. Some forms of conflict are natural in such situations, the strengths and benefits of which are cultivated through respect and efforts to communicate and listen effectively. Therefore, together, staff and advisory group members agree to make every effort to do the following:

- Listen to each speaker and ensure that only one person speaks at a time;
- Remain respectful of all people and groups;
- Raise issues honestly, clearly and early in the process;
- Focus on the subject at hand and help the group stick to the agenda;
- Be willing to learn;
- Separate the issue from the person;
- Agree to disagree when necessary;
- Decide not to take things personally;

- Make no assumptions except for best intentions;
- Use “I” statements (everyone speaks from their own experiences);
- Avoid making generalizations (especially about groups of people);
- Correct gently, but do correct if something is said that is incorrect or offensive;
- Minimize distractions during meetings by putting cell phones on silent mode and avoiding side conversation;
- After an absence, read materials from the missed meeting and contact the project team with questions or for a more in-depth briefing;
- Understand that confidentiality is limited at best in this public setting.

Requests for information made outside of meetings should be directed to the facilitator or staff coordinator. Responses to such requests will be limited to items that can be provided within a reasonable amount of time and are relevant to the scope and function of the advisory group.

Media

In the public, to the media or in public testimony, members agree to attribute only the discussions, agreements and recommendations *of this body, to this body*, and to only speak on behalf of the body in a public capacity if designated to do so by the body. Members of this body are not required to interface with the media and are requested to direct any media inquiries received by individual members to PBOT’s Communications Department:

- John Brady, PBOT Communications Director
 - Office: 503.823.7375
 - Cell: 503.577.8236
 - John.brady@portlandoregon.gov
- Dylan Rivera, Public Information Officer
 - Office: 503.823.3723
 - Cell: 503.577.7534
 - Dylan.rivera@portlandoregon.gov

Members agree to not negotiate through the media, or to use the media to undermine the work of the group. Members agree to raise all of their concerns, especially those being raised for the first time, at group meetings and not in or through the media.

Membership and meetings

All meetings of this body or its subcommittees are open to the public and all persons shall be permitted to attend any meeting (ORS 192.630(1)).

This body will not meet every month, however in the months it will meet, every attempt will be made to hold meetings on the day and time that works best for most. If there are any changes to the meeting time and/or location, staff will inform the advisory group and

interested parties at least one week prior to the meeting. At present time, members should anticipate the following, though it is subject to change:

- May, 2018
- July
- September
- November
- January, 2019
- March

Occasions may arise when the timeline needs to be extended. Should the timeline need to be extended, staff will provide the body with an updated timeline and ask the body to determine if they will continue to serve. If at such a time, individual members choose not to or are unable to continue to serve, staff will attempt to work with them to determine a best course of action, which may include moving an alternate to become a full member, replacing the member or leaving the position vacant.

Quorum + Oregon Public Meeting Law

One more member than half of the number of all members constitutes a quorum for decision-making purposes. Meetings without a quorum may be cancelled at the discretion of staff.

If a quorum of a public body gets together and deliberates on official business, regardless of the setting, there is a violation of the public meetings law if the required notice was not provided. If gathering is less than a quorum of the body, there is no public meeting. Purely social gatherings of a public body do not create a public meeting unless there is quorum and it decides to discuss matters relevant to its work. It is best not to discuss business at all during a social gathering. In addition, electronic communication among a quorum of the public body could constitute a public meeting, especially if the communications are sent within a short time frame.

Oregon Public Records Law

Members of this body, as public officials, are required to abide by Oregon Public Records Law¹. Advisory group members are asked to copy nwinmotion@portlandoregon.gov in all correspondence pertaining to work of the advisory group, thereby relieving you of holding a public record. Advisory group members are asked to limit questions and discussion outside of the meetings so that they can be asked and discussed in the public forum of the meetings themselves and to disclose discussions that took place outside of the meeting with the advisory group during actual meetings.

Meeting attendance and member dismissal

Staff is committed to creating an atmosphere for all members to participate fully and feel respected. The agreements in this document are intended to create this success. Failure of

¹ Knowingly destroying public records can constitute a criminal offense. ORS 162.305.

members to abide by the agreements of this document are grounds for dismissal from participation on this body. Staff reserves the right to make this determination if needed, although dismissal will be a last resort measure.

If a member fails to attend a meeting without notifying the facilitator in advance, staff will attempt to follow-up on an individual basis. If any member fails to attend for three meetings in a row, staff may choose to remove or replace the individual at staff discretion.

Alternates

Individual members of this body and staff may discuss the option to have alternates serve on the body in the absence of a member. The member will work with the alternate to provide them with a project background and help the alternate be prepared to be a productive advisory group member. Progress made at any meeting which the sitting members does not attend will not be revisited unless the whole group deems it necessary. Alternates must illustrate that they have attended a majority of the prior meetings in order to be able to vote in any meeting in which they are to fulfill duties as an alternate.

Officers

This body will not have formal officer positions among the membership, such as a chair or co-chair.

Subcommittees

At its discretion, the facilitator, with approval of the body, may form subcommittees to carry out special projects or represent the body in ways that advance the objectives and that are within the stated purpose of the body's work. Subcommittees shall report their activities to the full advisory group during regular meetings and bring any recommendations formed from their work and findings to the full advisory group for discussion and action.

Subcommittee meetings are public meetings and abide by all Oregon Public Meetings Law requirements. Agendas will be distributed to interested parties and made available on the website five days in advance of the subcommittee meetings. Staff will take notes and make meeting summaries available to the public.

Conflict of interest disclosure

Under Oregon law, a “public official” includes any person serving a public body as an elected official, appointed official, employee or agent, regardless of whether the person is compensated. By serving on this advisory group, you are considered a public official.

As such, you are required to publicly disclose conflicts of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

Oregon Government Ethics law identifies and defines an actual and potential conflict of interest. A public official is met with an actual conflict of interest when participation would affect the financial interest of the official, the official’s relative, or a business with which the official or a relative of the official is associated.

Alternatively, a public official is met with a potential conflict of interest when the public official participates in action that could affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. As appointed members of an advisory group, public officials must publicly announce the nature of the conflict of interest before participating in any official action on the issue giving rise to the conflict of interest. If a public official is met with an actual conflict of interest, following the public announcement, the official must refrain from further participation in official action on the issue. However, having potential conflicts of interest does not preclude you from serving on this body or impact your ability to participate fully on this body.

Individual members are personally responsible for complying with Oregon Government Ethics law. Please err on the side of excess caution and detail.

Questions	Entity and relationship or interest
1. Are you or a relative ² associated with a business that engages in work relevant to PBOT or the City of Portland?	

² ORS 244.020(16) defines “Relative” to include a public official’s spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or candidate; the spouse of the public official’s parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law; any individual for whom the public official or candidate has a legal support obligation; any individual for whom the public official provides benefits arising from the public official’s public employment or from whom the public official receives benefits arising from that individual’s employment; or any individual from whom the candidate receives benefits arising from that individual’s employment.

<p>2. Do you or a relative have a <u>financial interest</u> (e.g., employment, consulting or other financial relationships with, an ownership or other beneficial interest) in the work of PBOT, the City of Portland, or a related entity which does or contemplates doing business with PBOT or the City of Portland?</p>	
<p>3. Do you or a relative have <u>other relationships, commitments or activities that might reasonably be construed as unduly affecting your judgment</u> in matters relevant to your duties with PBOT or the City of Portland?</p>	

Discussion

Please use this section to describe any reasons why the above relationships are more or less likely to create actual, potential or perceived conflicts of interest in your deliberation as a member of this PBOT advisory body.

Certification

I _____ have read this document in entirety, understand and agree to the terms provided within. My responses to the conflict of interest disclosures/ discussion are complete and correct to the best of my knowledge. I will submit a new disclosure and/or declare new interests on the record should anything of relevance change during my time of service on this body.

Signature: _____ Date: _____