

Portland Utility Board

2016 Board Procedures

1. The Co-Chairs conduct the meetings.
2. The meeting agenda is provided in advance, with sufficient detail to allow members to anticipate issues, discuss alternatives and consider questions.
3. The co-chairs call the meeting to order, preside over staff and committee reports, member presentations, guide discussion of motions and votes; co-chairs generally keep the meeting on task.
4. Decisions regarding quorums, order of business, etc., follow consistent and established processes.
5. Business is taken up one item at a time, based upon an agenda provided in advance and reaffirmed at start of the meeting.
6. Business is carried out by using established processes. When votes are required the following guidelines will be used:
 - Members wishing to propose an action will make a motion and actions require a second. Motions require a majority of voting members to proceed. They can be debated and amended.
 - Members can propose amendments to motions. Amendments require a majority of voting members to proceed. They can be debated and amended. Amendments will be resolved before the underlying motion.
 - Members can withdraw their motions from consideration with general consent.
 - Consideration of motions can be tabled. Motion to table require a majority of voting members to proceed. They cannot be debated or amended.
7. Members speak to issues on the floor by taking turns one at a time only after being recognized by the facilitating co-chair in the order in which they seek recognition and only a second time on an issue after all other members also have had the opportunity. Members will signal their desire to be recognized by turning up their name card.
8. The co-chairs will ensure that all sides of an issue are heard and rules of discussion are followed. In their role as facilitators, the co-chairs will draw out the opinions of all members.

9. The co-chairs do not take sides in the discussion of a motion. He/she can voice an opinion if asked, or if he/she relinquishes the chair to do so.
10. The co-chairs can vote on motions.
11. When speaking to the PUB, members of the public and bureau staff will identify themselves. Co-chairs will stop and remind speakers if needed.
12. Public input will be invited prior to votes.
13. When recommending co-chairs, the following process will be used:
 - After the first year, co-chair nominations will take place the first meeting of the fiscal year.
 - Those interested in being chair will notify staff at least 10 days before the meeting during which there will be a vote. Staff will include their name on the agenda.
 - Interested members will prepare a statement and each person will have three minutes to make a statement.
 - There will be time for public comment and board discussion.
 - Positions will be elected individually.
 - Votes will take place in alphabetic order by last name.
 - If a candidate gets the majority of votes, they will be recommended. If not a majority, then there will be a run-off vote between the top two.
14. When a vacancy occurs on the board, a subcommittee will be formed to make recommendations to the full board. When filling positions, the following process will be used:
 - Staff will maintain a matrix of member skills and experiences to identify areas where new members can augment the expertise of the board.
 - An application will be available year-round on the PUB and Office of Neighborhood Involvement website.
 - Staff will reach out to current members, Commissioners' staff, the bureau Directors, neighborhood associations, and trade groups to encourage applicants when vacancies need to be filled. Strong support from the Commissioners' offices and the Bureaus is fundamental to the success of the PUB.
 - Subcommittee will meet to identify on top candidates. The subcommittee will evaluate candidates based on the experience and skills identified in City Code 3.123.040 (A).
 - The subcommittee will include members and non-members to get stakeholder input and recommendations for filling skill gaps.
 - Subcommittee members will request coaching session n implicit biases from the Office of Equity and Human Rights.

- Staff will make initial call to confirm interest and availability.
- Subcommittee will meet with top candidates and forward recommendation to full PUB.
- PUB will vote to recommend candidates to Commissioner's and Mayor's office.