

To: Portland Utility Board (PUB)  
From: Melissa Merrell, PUB Analyst  
Re: Procedures Discussion Guide  
On: October 26, 2017

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The following items have been raised as potential changes to your board procedures.

1. Formalizing the process for adopting minutes.

Suggested process: The chair says, "Are there any corrections to the minutes?" Members may offer corrections, and when there are no further corrections forthcoming, the chair says, "If there are no further corrections to the minutes, they stand approved as corrected... the next item of business is..." or if no corrections are offered, "If there are no corrections to the minutes, they stand approved as submitted... the next item of business is..."

2. Should the board switch to Robert's Rules of Order: yes or no?

3. If yes, what follows?

If no, what changes should be made to existing procedures?

4. Suggested revisions to existing procedures:

- Item #6. Amend first bullet as follows:  
"Members wishing to propose an action will make a motion and actions require a second. Given the total number of voting members of the board, according to state law, ~~M~~otions require a minimum of 6 members voting in the affirmative ~~majority of voting members~~ to proceed. They can be debated and amended.
- Eliminate #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."~~

5. Suggested new procedures:

- Order of Agenda
  - Call to Order
  - Minutes/Disclosures
  - Reports of Subcommittees
  - Public Comment
  - Action Items

- Information Items
  - Good of the Order
  - Adjourn
- PUB provides correspondence to the City Council for
  - Budget requests including BMP requests
  - PUB Annual report
  - Issues chosen by PUB chairs in line with PUB bylaws and City Code
  - Issue requested by Commissioner-in -Charge, Mayor, or City Council
- Framework for PUB Recommendation Letters
  - PUB precedents on the issue
  - PUB principles
  - PUB split or unanimous opinion
  - caveats
  - requests with timeline
  - aspirations without timeline
  - things the bureau(s) did to help PUB to understand this issue better
- Existing members will be interviewed to identify possible changes to board procedures.
- Notice of meetings will be sent to neighborhood and business coalitions, in addition to interested parties list.
- PUB procedures will be revisited annual as part of the annual report and work plan.