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City Advisory Bodies Program & Policy Changes



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Agenda

- Reason for Resolution & Program
- Tools Advisory Bodies Program provides
- Bylaws Overview
- Organizing interests



What gave rise to this program?

- Some members were unaware of their responsibilities
- Committee members had varying volunteer experiences
- How many committees?!
 - A comprehensive inventory of all advisory bodies produced an estimate of 100-150 bodies



Intended Outcomes

- Ensure compliance with state laws
- Strengthen transparency and accountability of government decisions
- Create consistent experiences through guidelines and templates
- Enhance opportunities to volunteer, be inclusive of traditionally underrepresented groups





BYLAW TEMPLATE FOR CITY ADVISORY BODIES

[Name of Body] ("Body")

Tools from our program

Resolution 37328, passed Nov 2017

Required changes:

- Uniform application with mandatory conflict of interest disclosure form;
- Bylaw template with mandatory term limits, staggered terms, and subcommittee participation;
- Training materials for City staff and volunteers;
- End of service survey.

- I. Body created on _____, by
- Portland City Code _____
 - Council Resolution _____
 - Council Ordinance _____
 - Bureau _____; by whom _____
 - Other _____



Tools from our program

Resolution 37328, passed Nov 2017

Civic Life initiated changes:

- [Website](#) to gather and disseminate information;
- Additional trainings for volunteers;
- Innovative methods for application;
- [Volunteer Resignation Form](#).
- Exit survey



Overview of Bylaws Template



BYLAW TEMPLATE FOR CITY ADVISORY BODIES

[Name of Body] (“Body”)

- I. **Body created on** _____, **by**
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Basic Advisory Body Information

The roadmap

- Who created the group; when
- Who does the group advise; Is it mutual?
- Authority
- Tracking bylaws changes; who changed them



Why this group?

- Scope
- Purpose
- Differentiating from other groups
- City role & support



Membership

- How many people to complete the work
- Management of schedules & decisions
- How long to train and contribute
- Staggering for institutional knowledge

Consider: barriers to application, involvement, group dynamics, purpose & vision



Operating Procedures

- Meeting location, frequency, logistics
- Facilitation, leadership sub-committee authority
- Attendance (no alternates)
- Conflicts of Interest



Operating Procedures

- Access & accommodation
- Group Commitments (sometimes called ground rules)
- Decision-making, group norms
- Dissenting opinions
- Public meetings

Consider: trust, equity, written word vs norms, vision



Attracting members

- Onboarding
- Mentorship
- Adapting

Consider: workload, different ways to engage, fun



Arrange your interests

- Policy areas of interest
- Service delivery
- Internal dynamics
- Planning over time

- Influence, ethics, equity, representation -





THANK YOU!

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