

Policy & Bylaws Review

ACCESSIBLE POWERPOINT FOR REVIEW AND POST-MEETING NOTES

Where's the PowerPoint?

This document is for your reference following the presentation Civic Life's Advisory Bodies program delivered on August 15, 2019. The staff person to your advisory body has been encouraged to demonstrate best practices following regular meetings: to send accessible meeting materials to all attendees, along with the minutes or notes, within a week of the meeting.

So, you might be wondering, where is the PowerPoint (PPT)?

Not everyone can access the information in PPT.

While PPT is a useful and favored program to deliver presentations, sending the information in a format that only sighted people can learn from, further disadvantages vulnerable communities like people with disabilities.

START with access for people with disabilities.

The Advisory Bodies Program, and your staff liaison, learned from their friends over at the Disability Program, to [Start with Access](#), rather a making accessible formats a secondary step, after thought, or by request only. Word documents are by far the easiest, and most universal format to send information digitally for people who use assistive technology like [Screen Readers](#). This document has been formatted to include an accessible outline (viewable under the Navigation sidebar), [Image Descriptions](#), and it lists all text embedded in pictures (which are not readable as they are images!).

Rely on expert vendors.

Just as one person cannot represent the needs and experiences for all women, immigrants, or people of color, access is different for people with disabilities. There are [experts](#) that the City works with to make our documents seamlessly accessible. Guessing how to make content accessible or learning on a deadline under pressure can take more time than necessary, or cause mistakes that leave out critical information for people with disabilities. This can inadvertently do harm if failed attempts cause people with disabilities to lose confidence in our commitment to equity, or it can falsely reinforce that "making things accessible is time-consuming and expensive."

For more information on accessibility visit the [Access Tip of the Month](#), regularly written by Joanne Johnson, Coordinator of the Office of Community and Civic Life's Disability Program.

Slide 1:

AUGUST 15, 2019

City Advisory Bodies Program
& Bylaws

Slide 2:

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Slide 3:

Agenda

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

Slide 4:

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

Slide 5:

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

Slide 6:

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.



BYLAW TEMPLATE FOR CITY ADVISORY BODIES

[Name of Body] ("Body")

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

Slide 7:

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

Slide 8:

Overview of bylaws template



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Slide 9:

Basic advisory body information

The roadmap

- Who created the group; when
- Who does the group advise; is it mutual?

- Authority
- Tracking bylaws changes and by whom

Slide 10:

Why this group?

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

Slide 11:

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

Slide 12:

Operating Procedures

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

Slide 13:

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

Slide 14:

Attracting members

- Onboarding
- Mentorship
- Adapting

Consider: workload, different ways to engage, fun

Slide 15:

Policy areas of interest

- Service delivery
- Internal dynamics
- Planning over time

- Influence, ethics, equity, representation -

Slide 16:

THANK YOU!

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