



Civic Life Notification Policies and Procedures

What is Civic Life Notification?

Civic Life Notification is an online subscription service offered by Office of Community & Civic Life (Civic Life). Subscribers receive information via email. The information is also posted to Office of Community & Civic Life's website at www.portlandoregon.gov/civic/notification.

Goals

This document and the policies and procedures within are intended to bring Civic Life Notification in line with the mission statement of Office of Community & Civic Life, which is:

Promoting a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.

In this spirit, the **Civic Life Notification goals** are:

To help the people of Portland...

1. get involved in civic life and
2. have a voice in decisions that affect them and their communities.

In the past Civic Life Notification was used by other City bureaus to inform the public about items unrelated to Civic Life or its mission. Other bureaus have their own notification systems and Civic Life Notification should be used to further the mission and goals of Office of Community & Civic Life.

Who May Submit Posts

There are two categories for entities that may submit posts:

1. **Civic Life and Civic Life's non-profit partners** including: neighborhood associations, neighborhood business district associations, and select non-profits that Office of Community & Civic Life partners with
[See addendum for further details]
2. **Government agencies other than Civic Life with jurisdiction in the City of Portland**, including other City bureaus, that address issues within City boundaries

What Gets Posted

[See addendum for further details]

- **Civic Life and Civic Life's non-profit partners** may post items relevant to Civic Life or Civic Life's non-profit partners that provide useful information to the public or seek input from the public.
- **Government agencies other than Civic Life with jurisdiction in the City of Portland** may post items seeking input from City of Portland residents about issues within City boundaries.

Procedures

The following section provides instructions for individuals who wish to receive notifications followed by instructions for government agencies and non-profit partners who wish to post notifications.

RECEIVING NOTIFICATIONS

How to subscribe:

1. If you haven't already you will need to establish a PortlandOregon.gov login through the "Sign In" tool in the upper right corner of any PortlandOregon.gov website. This establishes your email address with PortlandOregon.gov
2. Once you have an account or if you already have one, be sure you are logged in and then click the "subscribe" link at the bottom of the screen listed under "access".
3. When a box opens up, select the "Civic Life Notification" subscription option.
4. Scroll down and select how often you want to be notified -- daily, weekly, or monthly. You may choose plain text or html format.
5. Click the submit button to begin your subscription.

How to unsubscribe:

Follow the instructions under "How to subscribe" above, uncheck the "Civic Life Notification" box, and click "Submit".

POSTING NOTIFICATIONS

How to submit items to Civic Life Notification:

To submit items, send information to be posted in an email to civicnotification@portlandoregon.gov. The email must include the following information:

- Title, no longer than 255 characters
- Short summary of crucial information no longer than 255 characters
- Body of the posting, which may be a link to a website, a file, or text
- Name of the organization posting the item

Civic Life Notifications are processed within the next 24 business hours, barring any technical malfunction.

Length of time that items stay posted at www.portlandoregon.gov/civic/notification:

- Time-specific items (public comment periods, meetings, press conferences, recruitments for committees, application periods for grants, etc.) stay posted until the completion of the event
- Items that are not time-specific (changes to code or procedure, newsletters, position statements, etc.) stay posted for 14 calendar days

Please limit submittals to one posting per item.

Addendum

Who May Submit Posts

There are two categories for entities that may submit posts:

1. **Civic Life and Civic Life's non-profit partners**

Civic Life's non-profit partners are:

- a. Elders in Action
- b. Immigrant Refugee Community Organization
- c. Latino Network
- d. Momentum Alliance
- e. Native American Youth and Family Center (NAYA)
- f. All officially recognized City of Portland neighborhood associations
- g. All officially recognized City of Portland neighborhood business district associations
- h. All officially recognized City of Portland neighborhood district coalitions
- i. Resolutions NW
- j. Unite Oregon
- k. Urban League

2. **Government agencies other than Civic Life with jurisdiction in the City of Portland** that address issues within City boundaries, including other City bureaus

What Gets Posted

- **Civic Life and Civic Life's non-profit partners** may post items relevant to Civic Life or Civic Life's non-profit partners that provide useful information to the public or seek input from the public.
 - Items may be:
 - Meetings sponsored or run by Civic Life or Civic Life's non-profit partners that are open to the public
 - Changes to local code or state law that affect Civic Life or Civic Life's non-profit partners
 - Procedural changes to Civic Life's programs or programs run by Civic Life's non-profit partners
 - Events sponsored by Civic Life or Civic Life's nonprofit partners that are open to the public
 - Information about community grants administered by Civic Life or Civic Life's non-profit partners
 - Civic Life or Civic Life's non-profit partners seeking public input from jurisdictions outside the City of Portland
 - Surveys regarding or created by Civic Life or Civic Life's non-profit partners
 - A regularly scheduled meeting that has been cancelled or rescheduled
 - Town halls or public forums that affect Civic Life or Civic Life's non-profit partners

- Trainings on public involvement, community engagement, community organizing, or related topics that are open to the public
 - Open letters or position statements from or that affect Civic Life or Civic Life's non-profit partners
 - Items may not be:
 - Meeting minutes
 - Recurring posts about regularly scheduled meetings
 - Announcing a single meeting that is part of a regularly scheduled series of meetings
 - Meetings that do not involve the public
 - Open letters or position statements that do not affect Civic Life or Civic Life's nonprofit partners
- **Government agencies other than Civic Life with jurisdiction in the City of Portland** may post items seeking input from City of Portland residents about issues within City boundaries
 - Items may be:
 - Public forums or open houses
 - Meetings that are open to the public where the public may comment
 - Seeking board, commission, or committee members
 - Surveys
 - Information about public comment periods
 - Town halls
 - Announcing results of public input processes with a clear connection between public input and the resulting policy or procedure
 - Candidate forums that invite all candidates for an office with jurisdiction in the City of Portland
 - Community grants available to residents of the City of Portland
 - Items may not be
 - Information or press releases about infrastructure projects without the opportunity for public input
 - Information about road closures or traffic advisories
 - Meetings that are open to the public where the public is not allowed to comment
 - Press releases unrelated to government seeking input
 - Announcing results of public input processes that make no connection between the public input and the resulting policy or procedure
 - Candidate forums that do not invite all candidates
- The following items are posted at the discretion of Civic Life. Meeting the criteria below does not guarantee that an item will be posted. Civic Life may choose to post items submitted by entities other than Civic Life, Civic Life's non-profit partners, or other governments with jurisdiction in the city of Portland if
 - Items contain information about government seeking input from City of Portland residents
 - Items include information about preserving public safety in the event of a community emergency

- Items have information about trainings on public involvement, community engagement, community organizing, or related topics
- Items contain information about community grants available to residents of the City of Portland

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