

**Randy Leonard, Commissioner**  
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*enhancing the quality  
of neighborhoods  
through  
community participation*

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**City of Portland, Office of Neighborhood of Involvement  
Great – Guidelines Review Committee Meeting**

Tuesday, September 9, 2003  
8:30 AM to 10:00 AM, Lovejoy Room, Portland City Hall

**MINUTES AND SUMMARY NOTES**

Members Present:

Patricia Gardner, Co-Chair	Pearl District Neighborhood Association
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
David Lane	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Ruth Spetter	City Attorney's Office
William Warren	Central Northeast Neighbors

Absent:

Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Charles Shi	Communities Beyond Neighborhood Boundaries
Mark Sieber	Neighbors West/Northwest

Visitors

Lee Perlman	Media
Pamela Shuttlegood	SW Hills Residential League

*Decisions by this group are subject to change at future meetings.  
Opportunities for public input are at the end of meeting and future workshops.  
The committee has approved these summary notes and are final.*

**Approval of Minutes**

- Minutes for the August 26, 2003 meeting were approved.

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**Information & Referral  
Center**  
503-823-4000

**Crime Prevention  
Center**  
503-823-4519

**Neighborhood Mediation  
Center**  
503-823-3152

**Metropolitan Human  
Rights Center**  
503-823-5136

**Civic Involvement  
Center**  
503-823-4519

## **Minutes**

### Motions approved:

- ❑ Section E: Motion to approve that general notice should be seven days in advance of a meeting.
- ❑ Section E: Motion to add in first sentence "and elections" since NW neighborhood associations want to keep elections open over a 24 hour period.
- ❑ Section E: Motion to alter beginning of sub-section #3 to read: "All notice, written or verbal, shall state..." Approved.
- ❑ Section E: Motion to approve all of section E except for sub-section #2.
- ❑ Section L: Motion to add to first sentence so it reads: "Names of members present at all or part of the meeting." Approved.
- ❑ Section L: Motion to add the word "all" in first sentence to read: "Minutes shall be taken at all meetings described in section D. Approved.
- ❑ Section L: Motion to change Sentence after #3. "Minutes shall be put in writing and made available to the public, except for minutes from Executive Session, within a reasonable time after the meeting. Neighborhood Associations are required to forward copies of their approved meeting minutes to their neighborhood offices."
- ❑ Section L: Motion to add following sentence: "See D.4. above regarding minutes for executive sessions." Approved.
- ❑ Motions to approve sections G, H, I, K, and L.

## **Summary of Notes for September 9, 2003**

- ❑ More discussion about Section E, Notice. What is reasonable expectation for neighborhood associations to know who might be an interested party to notify?
- ❑ More discussion about how many days in advance to provide notice. Agreement to provide seven days advance notice for general notice. Discussion about difference between special and emergency notice.
- ❑ Discussion on allowing elections to be held over a 24 hour period as NW groups want.
- ❑ Several other sections approved very quickly.

## **Discussion on Open Meetings and Public Records**

### **Section E: Notice**

#### Issues brought up:

- ❑ Neighborhood leaders in East Portland did not like idea of having to provide two sets of notice, to both general and direct notice to board members only.
- ❑ Leonard Gard presents new proposal for section E: Notice. Proposes general notice is changed to seven days advance notice.
- ❑ Concern about telephonic communication in sub-section #3. Add "during the meeting" after communication in the 3<sup>rd</sup> sentence.

#### Issue of who should be provided notice:

- ❑ First bullet is confusing. Some coalitions don't have newsletters. Ruth suggests the word "practicable" is problematic.
- ❑ "Parties who are known to have a special interest"... What do we mean by "who are known".

- Concern raised that #2 re: "parties who are known to have a special interest should receive general and direct notice". Neighborhood Associations cannot always be responsible to know who wants to be noticed. "Should" is too ambiguous. Suggestion is that people need to be proactive in taking responsibility to request getting on mailing lists.
- State non-profit law says that someone has to request in writing if they are interested. Committee had earlier wanted to make it easier for someone to get on a list such as based on common understanding that someone has a strong interest.
- Question is who is responsible to be proactive. The Neighborhood Association, the developer, or the person who is affected?

Suggested language changes:

- Ruth and Leonard will work on compromise language regarding who should be notified and what is reasonable for a volunteer group to be expected to do.
- Suggestion on sub-section #3: Use language "All notice, written or verbal, shall state".

Motions:

- Motion to approve that general notice should be seven days in advance of a meeting. Agreed.
- Motion to add in first sentence "and elections" since NW neighborhood associations want to keep elections open over a 24 hour period. Approved.
- Motion to alter beginning of sub-section #3 to read: "All notice, written or verbal, shall state..." Approved.
- Motion to approve all of section E except for sub-section #2. Approved.

**Section F: Notice for Emergency Meetings**

Issues brought up:

- Ruth and Leonard need to work on it before approval. Need to come back and review how far advance notice is needed for emergency meetings.

**Section G: Meeting location**

Issues brought up:

- Sub-section #2: Committee had discussions about how extensively do we examine if a church has discriminatory practices.
- Sub-section #3: Comment that it's the law we need to have meetings in accessible locations.

Motions:

- Motion to approve section G as is. Approved.

**Section H: Public participation**

Motions:

- Motion to approve section H as is. Approved.

## **Section I: Disruptions**

### Motions:

- ❑ Motion to approve section I as is. Approved.

## **Section J: Voting**

### Issues brought up:

- ❑ The City attorney's office is reviewing issues of whether a neighborhood association can hold elections over a 24 hour period. Concern that language should not leave it open to any reasonable period.
- ❑ Voting over a 24 hour period was meant to facilitate large gatherings of people that can't all vote in one meeting. Concern this creates an absentee ballot structure, which is not allowed by law.
- ❑ Ruth will look at section J.

### Suggested language:

- ❑ "may be kept open for a 24 hour period"

## **Section K:**

### Motions:

- ❑ Motion to approve section K as is. Approved.

## **Section L: Minutes**

### Suggestions:

- ❑ Section to change first sentence say "Written minutes shall be taken at all Neighborhood Association meetings". And drop section D. Discussion about whether or not to loop back to section D that refers to topic on minutes.
- ❑ Suggestion to duplicate section D. 4. in section L.

### Motions:

- ❑ Motion approved for introduction to start: "Minutes shall be taken at all meetings."
- ❑ Motion approved to add to Sentence #1. so it reads: "Names of members present at all or part of the meeting."
- ❑ Motion approved for Sentence 2 to read: "All actions, including motions, proposals, and resolutions stated in full and their dispositions; and".
- ❑ Motion approved to change Sentence after #3. "Minutes shall be put in writing and made available to the public, except for minutes from Executive Session, within a reasonable time after the meeting. Neighborhood Associations are required to forward copies of their approved meeting minutes to their neighborhood offices."
- ❑ Motion approved to add following sentence: "See D.4. above regarding minutes for executive sessions. See F above regarding minutes for emergency meetings."
- ❑ Motion approved to approve section L.

## **Section M:**

Issues discussed:

- Section M.2. needs to be revisited.

Motions:

- Motion to change definition of "Record." Add: to section B.7. at end of sentence... "nor shall it include electronic mail intended as private communication between two or more people and not related to neighborhood association and office business." Approved.
- Motion to add at end: "No office or association is required to manufacture a record that is already in existence." Approved.
- Motion to approve Section M. Approved.

**Section N:**

Motions:

- Motion to approve Section N as is. Approved.

**Section O:**

Issues discussed:

- Discussion about how long minutes should be retained. Argument made that minutes should be kept longer than one year. Note made that Auditor's office web site includes retention periods for neighborhood associations.

Motions:

- Motion to approve Section O. Held off to next meeting.

*The committee has approved these summary notes and are final. The information contained in this document is preliminary and informal in nature and does not necessarily reflect the views or adopted policies of the City of Portland or the final outcomes of this project; the reader should exercise caution in its interpretation.*

**NEXT MEETINGS**

Tuesday, October 14, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Tuesday, October 28, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement