

**Portland Parks & Recreation
Diversity & Equity Committee (DEC)**

Bylaws

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ROLE AND PURPOSE

Background

Portland Parks & Recreation (PP&R) Diversity Committee was created in December 2003, in response to the direction of City Council establishing diversity committees within city bureaus across the city. In 2011, the City of Portland established the Office of Equity and Human Rights (OEHR) which is charged to lead the city promoting equity and reduce racial and disability disparities within the city.

On September 12, 2012 by resolution No. 36956 City Council affirmed:

“Equity goes beyond diversity in that it requires an intentional examination of systemic policies and practices from both a historic and present day perspective”

In 2014, Director Mike Abbaté created the Equity and Inclusion Manager position to lead the bureau’s diversity, inclusion and equity efforts. This position reports directly to the Director and was charged with making key policy and program recommendations on how to improve equity throughout the bureau.

On July 8, 2015, City Council unanimously adopted **City Ordinance 184880: Citywide Racial Equity Goals and Strategies** as binding City Policy (See attachment). The citywide goals and strategies were used by OEHR as guidance for each city bureau to create a 5-year racial equity plan.

Concurrent to the work by OEHR, PP&R as a result of a bureau reorganization, created the Equity and Inclusion Division to further coordinate the bureaus diversity, inclusion and equity efforts. The Equity and Inclusion Division was established in March of 2016 and works with PP&R operating divisions and programs to further embed racial equity principles and best practices throughout the bureau.

PP&R recognizes that in order to achieve equity throughout the bureau, a well-coordinated effort across and at all levels of the organizations is necessary. Therefore, the role of the Diversity and Equity Committee is integral in creating a link between the employees, management and city leadership.

Guiding Bureau Policy

Parks 2020 Vision & Mission

Portland’s parks, public places, natural areas, and recreational opportunities give life and beauty to our city. These essential assets connect people to place, self, and others. Portland’s residents treasure and care for this legacy, building on the past to provide for future generations.

The mission of Portland Parks & Recreation is to help Portlanders play - providing the

safe places, facilities, and programs which promote physical, mental, and social activity. We get people, especially kids, outside, active, and connected to the community. As we do this, there will be an increase in the wellness of our residents and the livability of our city. We accomplish this through:

- Establishing, safeguarding and restoring the parks, natural areas, public places, and urban forest of the city, ensuring that these are accessible to all;
- Developing and maintaining excellent facilities and places for public recreation and community building;
- Providing dynamic recreation programs and services that promote health and wellbeing for all;
- Partnering with the community we serve.

5-year Racial Equity Plan

The five-year Racial Equity Plan provides a framework and future guidance for the implementation of racial equity goals adopted by City Council. The plan sets the direction for the bureau that is consistent not only with the Citywide racial equity goals, but with PP&R 2020 Vision and with the City’s vision adopted in the Portland Plan which envisions that “everyone has access to the opportunities necessary to satisfy their essential needs, advance their well being and achieves their full potential.”

The Racial Equity Plan identifies six goals:

1. Change existing services within the bureau using racial equity best practices
2. End disparities in City government hiring and promotions
3. Strengthen outreach and public engagement for communities of color and refugee and immigrant communities.
4. Increase access to culturally and linguistically responsive services for communities of color and refugee and immigrant communities.
5. Provide equitable access to City services for all residents.
6. Meet or exceed Citywide contracting goals for Minority Business Enterprises (MBE).

DEC Mission

PP&R’s DEC will advise the bureau Director and Equity and Inclusion Team on bureau policies. The DEC will facilitate the implementation of Bureau policies and practices to remove barriers to and promote diversity, inclusion and racial equity best practices within the bureau.

Values

Respect and Inclusion

Value the diverse voices, experiences, and perspectives of all individuals; respect the voices of people of color, women, LGBTQ, people with disabilities, and others who have historically been marginalized and continue to face institutional disparities.

Accountability and Transparency

Maintain openness, honesty, and fairness in our function, and actions as well as in all phases of the DEC's work including planning, decision-making, development, implementation, documentation, evaluation, reporting, and advocacy.

Collaboration

Recognize our interdependence and approach all work with a spirit of partnership with other stakeholders.

Intentionality

Be purposeful in our work to eliminate existing disparities and to ensure equitable outcomes will benefit all individuals and communities.

Integrity

Demonstrate professionalism and honesty in all working relationships. Model equity and fairness in our decision-making and in our treatment of one another. Honor commitments. Hold ourselves accountable to the highest ethical and performance standards.

Courage

Value truth and justice over comfort. Speak out against oppression without guilt or apology. Take risks. Question the status quo. Support each other's leadership and commitment to working together as a team.

Commitment to Equity

Demonstrate a commitment to achieving equity for all individuals. Work intentionally to develop and implement policies and practices free of bias, unnecessary barriers, and additional burdens. Do self-work and engage in regular self-reflection and continuing education. Move out of our comfort zones in order to learn, grow, and develop leaders.

Core Responsibilities

Provide Policy Guidance

Advise the Equity & Inclusion Team and/or the bureau Director on policy related to diversity, racial equity and inclusion of protected classes as recognized by the city of Portland.

Accountability and Coordination of Equity efforts

Monitor the PP&R five-year Racial Equity plan. The committee will review the REP progress every six months and provide recommendations to the E&I team and operating divisions.

Promote Racial Equity Best Practices

Support the use of policies, analytical tools (e.g. Multnomah County racial equity toolkit), and program practices that promote best practices in diversity, equity and inclusion. DEC members will facilitate and support increasing the knowledge and understanding of all staff in racial equity and inclusion. Members will participate and/or lead one on one meetings, small groups or regular forums with PP&R employees on diversity, equity and inclusion issues.

Organizational Practices

Identify systemic issues of inequity [e.g. within administrative rules, policies, etc.] and develop recommendations to enact equitable policies and practices.

Foster and Promote Effective Communication

Meet with and develop effective relationships with Senior Management, Leadership teams and key stakeholders regarding the bureau's equity efforts.

Annual reports

Review and provide feedback to the Equity and Inclusion Team on annual reports, including implementation of the five-year Racial Equity plan, regarding the progress of the bureau on diversity, equity & inclusion efforts.

BYLAWS

DEC Membership Selection Process

Regular Selection Process

DEC strives to have representation from all bureau work units. Vacancies on the DEC membership will be announced by Communications subcommittee, on a semi-annual basis to PP&R employees and departments where vacancies occur.

Candidates for the DEC will be asked to complete an application. Only members whose applications are moved forward will be invited to participate in small group interviews. The top candidate from each department will be selected to serve on the DEC. Candidates will have to get approval from the supervisor to participate on the DEC.

The **Structures subcommittee is responsible for reviewing applications, facilitating interviews and recommending new members to the DEC.**

DEC Membership

Composition

All DEC members are chosen for their willingness to engage in dialogue about advancing equity work including, but not limited to, their willingness to do self-work, educate, challenge and interrupt inequity when encountered, speak truth to leadership, and champion racial equity and inclusion of underrepresented groups within the bureau. The DEC will have members from all PP&R programs and divisions.

The committee will strive to ensure that there is a sufficient cross-section of representation among people of color, gender, front-line staff and management and other perspectives that experience forms of oppression – gender identity/expression, disability, etc.

Terms

DEC members are asked to make a two-year commitment and have the option to continue for a second two-year term without reapplying. Members seeking reappointment after 2 terms must submit a form expressing interest in serving another term. The Structures Committee will consider reappointment requests along with any new member application.

Term appointments will be staggered to ensure continuity as new members are installed.

Roles and Responsibilities

DEC

The responsibility of DEC members is to serve multiple functions that include:

- Advisor to the bureau Director and Equity & Inclusion Manager
- Liaison to bureau division and department
- Inform other division and department staff on the work of the DEC
- Provide leadership to the bureau equity goals
- Commit to professional development related to diversity, equity and inclusion
- Have an understanding of the goals and objectives of key bureau policies related to diversity, equity and inclusion (5-year Racial Equity plan, Gender Neutral policy, etc.)
- Attend all required training
- Perform duties of a Subject Matter Expert (SME) on at least two (2) job recruitments annually
- Serve on at least two (2) hiring panels annually

Attendance

DEC members are required to attend all DEC monthly meetings. If a member cannot attend a meeting, they are required to inform the DEC co-chairs before the meeting, to be excused and inform their supervisor or manager.

Time Commitment

DEC members are expected to spend up to 8 hours per month working on DEC objectives. This time commitment includes, but is not limited to: attending DEC meetings, reviewing meeting notes and handouts, attending trainings, additional sub-committee and working group meetings, and taking opportunities to represent the work and values of the DEC in their work in the Bureau.

Members are expected to serve their full term. Resignations are requested in writing provided to the co-chairs. All DEC members are encouraged to help identify, recruit and support their replacement on the committee.

Membership Revocation Process

DEC membership may be revoked at any time for reasons including, but not limited to: poor attendance, disruptive behavior, or lack of work product. Any membership revocation will be determined by the Director, Equity and Inclusion Manager or by a 2/3 vote of the DEC.

Equity & Inclusion Manager & Equity & Inclusion (E&I) Team

The role of the Equity & Inclusion Manager and Team is to coordinate the implementation with bureau operating departments of key policies and projects related to the Racial Equity Plan and/or other key policy documents. The Equity and Inclusion Manager and team will work with the DEC in an affirming and supportive manner recognizing that making equity a priority is the only way to achieve the changes necessary within the bureau.

The Equity & Inclusion team will provide staff support to the DEC committee and any sub-committees formed by the DEC. The E&I team will coordinate with the DEC co-chairs through assessment and evaluation of priorities, training, facilitation, sending out and tracking agendas and other communications, coordinating the DEC calendar, preparing and sending out meeting notes, and reporting to the DEC on related business

Committee Co-Chairs

Two committee members will serve as co-chairs on a 12 month rotation. Co-chair assignments will be staggered to ensure continuity. Co-chair assignments will be determined by sign up and this calendar will be maintained by the Structures Committee.

The role of the DEC Co-chairs is to work with the E&I team to focus the work of the DEC in supporting the bureau's racial equity goals. The co-chairs ensure that DEC meetings are

productive and inclusive. They lead and support the ongoing work of the DEC. Members of the E&I team are precluded from being co-chairs of the DEC.

The Co-chairs will provide the following functions:

- Consult with the E&I team on committee agenda
- Send DEC agenda to committee
- Co-facilitate DEC meetings
- Record attendance at DEC meetings
- Distribute evaluations at DEC meetings
- Communicate with DEC members regarding agenda topics, attendance and related committee topics
- Participate in E&I quarterly strategy sessions
- Represent the DEC at SMT and other leadership forums as needed

DEC Meetings

Duration and Frequency

The DEC meets every third Thursday of the month from 1PM-3PM at various locations.

Sub-Committees Leadership and Facilitation

The DEC will determine the type of sub-committees necessary. The committee will identify members and maintain a Structures (Membership) Committee made up of PP&R staff and is supported E&I staff. The E&I staff will provide the logistic support of any sub-committee and work with ID sub-committee chairs to develop meeting agendas, recommend work plans, and oversee processes of the sub-committee.

Decision Making Process

The DEC represents a diversity of expertise, skill sets, and viewpoints. DEC members are expected to listen, analyze, and contribute in a manner that furthers the DEC's goals and equity within the bureau. DEC recommendations should represent a broad base of the collective wisdom about what will best serve PP&R.

Consensus

In developing recommendations, the DEC will work by consensus; a method of making decisions through which a group strives to reach substantial, though not necessarily unanimous, agreement on matters of overall direction and policy, which can be supported by all.

2/3 Majority Vote

If consensus is not possible, the DEC will allow for a two-thirds majority vote by verbal assent to provide the basis for a decision. In the case of a majority vote, the DEC will provide the opportunity for minority reports to be submitted and included in meeting notes.

Quorum

A quorum is required to conduct business and make official decisions. A quorum is defined as 50% of appointed membership, plus one. Once a quorum is reached, a quorum is maintained for the remainder of the meeting, even if a member leaves during the meeting.

Ground Rules for Meetings

1. Safe space

We will create a safe, open, honest, and nurturing environment so that everyone feels supported. Everyone commits to practice both active and reflective listening skills.

2. Respect

We will respect the views of others and keep an open perspective; critique issues, not people, or bureaus; and exercise self-awareness around use of air-time.

3. Accountability

We will take responsibility for the success of the meeting, start and end meetings on time, and aim to provide solutions for issues or concerns that are raised.

4. Ongoing Learning

We will each challenge ourselves in our own learning and understanding, and will acknowledge that others may be at different places.

5. Confidentiality

We are encouraged to share examples of lessons learned that come up in DEC meetings with others outside the DEC. However, we understand that information will be shared, especially those of personal experiences, without disclosing the names of individuals or bureaus when recounting those examples.

6. Take Responsibility for Decision Making Outside the Room

When we make agreements, we hold ourselves and others accountable to the agreements through our actions.