

Chapter XXXX Renter-Owner Services Advisory Commission (ROSAC)

XXXX Renter-Owner Services Advisory Commission Established

There is established in the City of Portland, the Renter-Owner Services Advisory Commission (ROSAC). The ROSAC is designated as the primary public forum for discussion of rental housing law and regulation, and renter-owner programs and services in the City of Portland.

XXXX Mission

The mission of the ROSAC is to advise the Director of the Office of Renter-Owner Services (OROS), the Housing Commissioner, and the Portland City Council on issues of market-rate rental housing regulation, renter-owner programs and services, and provide a forum for public input on the rental housing market.

XXXX Duties

The ROSAC is delegated to carry out the following functions:

- A. Policy Initiatives
 - a. Advise OROS on policy issues
 - b. Provide feedback and recommendations on policy initiatives and policy changes
- B. Programs & Services
 - a. Advise OROS on renter-owner programs and services
 - b. Monitor OROS's programs and services
 - c. Advise OROS on the effectiveness of programs and services at meeting OROS's mission.
 - d. Recommend improvements to OROS's programs and services
 - e. Recommend annual performance goals of OROS's programs and services
- C. Budget
 - a. Advise the Portland Housing Advisory Commission on the OROS budget
 - b. Provide feedback on OROS funding priorities
- D. Strategic Plan
 - a. Aid OROS in attaining the goals of its strategic plan
 - b. Monitor and periodically recommend updates to OROS's Strategic Plan
- E. Racial Equity Plan
 - a. Aid OROS in attaining the goals of its racial equity plan
 - b. Monitor and periodically recommend updates to OROS's racial equity plan
 - c. Recommend annual performance goals for OROS's racial equity plan
- F. Community Involvement
 - a. Provide an inclusive forum for the community's discussion of its rental housing needs and priorities
 - b. Assist OROS in strengthening community partnerships

XXXX Membership

- A. The ROSAC shall consist of at least seven members and no more than eleven members.
- B. The Commissioner in Charge of the Housing Bureau shall appoint all members.

- C. The Commissioner in Charge of the Housing Bureau may designate a staff representative to serve as a non-voting ex officio member.
- D. Membership appointment shall take into account the socio-economic, gender, racial, ethnic, cultural, and geographic diversity of the City of Portland.
- E. Membership appointment shall achieve a balanced citizen-based perspective encompassing knowledge of fair housing, rent-regulated and market-rate rental housing, landlord tenant law, property management, renter-owner advocacy, rental housing access, and rental housing health & safety.
- F. Members shall not simultaneously serve on the Portland Housing Advisory Commission and the ROSAC.
- G. For the initial appointments to the ROSAC, the following terms will apply: five to six members shall be appointed for a term of two years; and five to six members for a term of three years.
- H. All subsequent appointments to the ROSAC shall be for terms of two years.
- I. Members shall be eligible to renew their appointment at the discretion of the Commissioner in Charge of the Housing Bureau.
- J. The Commissioner in Charge of the Housing Bureau may rescind the appointment of a member in the event that the duties and responsibilities of appointment are not being fulfilled.
- K. Members shall serve without compensation.
- L. The Housing Bureau may approve the reimbursement of reasonable expenses of the appointed members that are incurred while a member is fulfilling authorized duties of the ROSAC.
- M. The ROSAC shall adopt necessary bylaws and rules of procedure for the governance of its proceedings.

XXXX Meetings

The ROSAC will hold regularly scheduled meetings at least every two months, at a schedule established by the Commission itself.

XXXX Quorum

Quorum shall be defined as one-half plus one of all appointed members. A quorum shall be necessary for the ROSAC to take any action. Actions of the ROSAC shall be passed upon a majority vote of the members present.

XXXX Chairperson

A chairperson shall be selected from the appointed members by the Commissioner in Charge of the Housing Bureau.

XXXX Committees

- A. The ROSAC will have the following standing committees, whose membership shall be determined by the Chairperson and the Commissioner in Charge of the Housing Bureau:
 - 1. Executive Committee
 - 2. Bylaws and Rules Committee

- B. The ROSAC may create non-standing committees and task forces to address issues within the parameters of the Commission's duties and responsibilities.

XXXX Staffing

Portland Housing Bureau staff shall be provided for the ongoing functions of the ROSAC. The Bureau shall provide notice of ROSAC meetings to liaison staff representing the other key implementing and policy agencies in the local rental housing delivery system.

XXXX Cooperation

All city boards, bureaus, and agencies of any kind shall cooperate with the OROSAC and shall provide information at the Commission's request.

Draft Concept