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**I Portland Housing Bureau (PHB) Mission Statement**

The mission of the Portland Housing Bureau (PHB) is to solve the unmet housing needs of the people of Portland. The bureau accomplishes its mission by building and preserving quality, affordable housing; supporting programs that help low income Portlanders find, rent, buy, retain and repair their homes; bringing together our partners and leading them to assess the city's housing needs, choose sustainable solutions to efficiently meet them, and identify how to pay for them; and reaching out to Communities of Color to ensure their participation in the economic opportunities that quality housing investments create.

For more information, visit us online at <https://www.portlandoregon.gov/phb/>.

**II. PHB Equity Committee Vision Statement**

The Portland Housing Bureau is committed to equity and social justice in its delivery of housing resources and opportunities to all residents from Portland's diverse and multicultural communities, including communities who define themselves as groups of people who share some or all of the following: geographic boundaries, sense of membership, culture, language, common norms and interests.

**A. Joint Expectations**

Bond Oversight Committee members have been selected from the public body to serve out of and on behalf of, the City's residents. Staff recognize it as an honor to work with the engaged, enthusiastic and committed community member's we are joining us in actively increasing affordable housing options with the Portland metropolitan area. With all of this work is the legal requirements, protocols and responsibilities of public bodies and obligations to conduct business in a manner that is respectful of community engagement. Due to such, committee members and PHB staff agree to the following:

### **Adherence to Oregon Laws**

All staff and community members engaged with a City of Portland advisory committee, board or commission are expected to uphold Oregon public laws related to (1) public officials; (2) public meetings; and (3) public records. This information can be found in the “Guide for Volunteer Boards & Commissions” provided by the City of Portland Office of the City Attorney, which will be provided by staff to committee members. Staff will direct committee questions to the City Attorney’s office for official guidance. The committee is especially reminded to abide by the following:

- Familiarize yourself with ethical obligations and abide by them
- Conduct the business of your board during scheduled public meetings
- Do not deliberate outside of scheduled meetings
- Always copy designated staff person on any correspondence
- Do not communicate by email or texts outside of scheduled meetings
- If you have information to share, send it to the designated staff or Chair for Dissemination

### **Adherence to Civil Rights Laws**

The committee will support PHB’s compliance with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the staff will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. The following services are available to committee and community members to make requests: 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCg>.

## **B. Member Responsibilities**

**Attendance:** Members agree to make a reasonable effort to review meeting materials in advance of meetings, to arrive on time to meetings, and attend all meetings. If circumstances arise in which the member is not able to meet the obligations of their role, the member agrees to contact the facilitator or staff contact as soon as possible.

**In-Meeting Participation:** All members play a role in assisting the facilitator in efforts to achieve a successful meeting. As such, each member agrees to contribute to meetings that facilitate safe space, respect, accountability, ongoing learning and confidentiality (if requested).

**Speaking in Public:** In the public, to the media or in public testimony, members agree to attribute only the discussions, agreements and recommendations of this body to this body. Furthermore, they agree to only speak on behalf of the body in a public capacity if designated to do so by the body. Members of this body are not required to interface with the media and are requested to direct any media inquiries received to PHB’s Public Information Officer:

- Martha Calhoon, Public Information Officer
- Office: 503.823.3239

- Cell: 503.823.1132
- [Martha.Calhoon@portlandoregon.gov](mailto:Martha.Calhoon@portlandoregon.gov)

### C. Staff Roles

Each PHB advisory committee will be assigned at least one staff coordinator to assist with the planning and management of the committee business. The staff coordinator's duties will be overseen by their manager/supervisor and may include the following:

- Facilitate or be responsible for hiring/identifying a facilitator for committee meetings
- Provide committee members with information regarding the legal requirements and restrictions of serving as a "public officials"
- Make meeting materials available to committee members and the public
- Maintain official records of committee deliberations.

### IV. Conflict of Interest Disclosure Information + Form

Under Oregon law, a "public official" includes any person serving a public body as an elected official, appointed official, employee or agent, regardless of whether the person is compensated. By serving on this committee, you are considered a public official. As such, you are required to publicly disclose conflicts of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

Oregon Government Ethics law identifies and defines an actual and potential conflict of interest. A public official is met with an actual conflict of interest when participation would affect the financial interest of the official, the official's relative, or a business with which the official or a relative of the official is associated.

Alternatively, a public official is met with a potential conflict of interest when the public official participates in action that could affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. As appointed members of a committee, public officials must publicly announce the nature of the conflict of interest before participating in any official action on the issue giving rise to the conflict of interest. If a public official is met with an *actual conflict of interest*, following the public announcement, the official must refrain from further participation in official action on the issue. However, having *potential conflicts of interest* does not preclude you from serving on this body or impact your ability to participate fully on this

body.

**Individual committee members are personally responsible for complying with Oregon Government Ethics law. For more information, please refer to the “Guide for Volunteer Boards & Commissions” provided by the City of Portland Office of the City Attorney.**

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**Portland Housing Bureau  
Conflict of Interest Disclosure Form for Advisory Committee Members**

Please respond to the questions below, certify with your signature and submit to your assigned staff coordinator. This document, with your responses, will be considered public record upon submission. Please err on the side of excess caution and detail.

<b>Questions</b>	<b>Entity and Relationship of Interest</b>
<i>1. Are you or a relative associated with a business that engages in work relevant to PHB or the City of Portland?</i>	
<i>2. Do you or a relative have a financial interest (e.g., employment, consulting or other financial relationships with, an ownership or other beneficial interest) in the work of PHB, the City of Portland, or a related entity which does or contemplates doing business with PHB or the City of Portland?</i>	

*3. Do you or a relative have other relationships, commitments or activities that might reasonably be construed as unduly affecting your judgment in matters relevant to your duties with PHB or the City of Portland?*

**Discussion:** Please use this section to describe any reasons why the above relationships are more or less likely to create actual, potential or perceived conflicts of interest in your deliberation as a member of this PHB advisory body.

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**Certification:** I \_\_\_\_\_ have read the PHB Welcome + Agreement Packet in its entirety, understand and agree to the terms provided within. My responses to the conflict of interest disclosures/ discussion are complete and correct to the best of my knowledge. I will submit a new disclosure and/or declare new interests on the record should anything of relevance change during my time of service on this body.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PHB Committee: \_\_\_\_\_

PHB Staff Contact: \_\_\_\_\_

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