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**Dan Saltzman** Commissioner **Leah Treat** Director

## **WELCOME + AGREEMENT PACKET** FOR PBOT ADVISORY COMMITTEE MEMBERS

Welcome!

I am pleased to confirm your appointment to a public advisory committee of the City of Portland's Bureau of Transportation (PBOT). We are excited to have you and other dedicated community members join us to provide input on the key PBOT projects, services, programs and initiatives. By volunteering your time and contributing your expertise, you are among a community of dedicated Portlanders who generously contribute to making a difference in the lives of their fellow residents.

As a committee member, you have a vital role to play in supporting PBOT's mission to get Portlanders from place to place easily, safely and sustainably by planning, building and maintaining our transportation system. PBOT believes that smart policy and programs start with the community. That is why we seek a diversity of voices in order to better understand the people we serve and their concerns. Together, your insights will help influence decisions, ensure those decisions are equitable, and create better projects and policies. Thank you for contributing your voice and encouraging others to add theirs.

**This Welcome + Agreement Packet seeks to provide more clarity on the role you will play and protocols you must adhere to as a public official and member of a public body during your tenure. The final agreement page must be signed and turned in to your staff coordinator for our records.** For more information about the committee's purpose and operating procedures, please refer to the committee's Charter document and/or contact your committee's staff coordinator.

Thank you again for your interest and commitment. We look forward to working with you during your tenure.

Warm regards,

PBOT Director Leah Treat

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**I Portland Bureau of Transportation (PBOT) Mission Statement**

The City of Portland Bureau of Transportation is a community partner in shaping a livable city. We plan, build, manage and maintain an effective and safe transportation system that provides people and businesses access and mobility. We keep Portland moving.

For more information visit us online at [portlandoregon.gov/transportation/](http://portlandoregon.gov/transportation/).

**II. PBOT Equity Committee Vision Statement**

As a Bureau PBOT strives to embrace diversity, model inclusivity, and promote equity through its service delivery, internal operations, organizational culture, and in its work with partners and the community.

**III. PBOT Public Advisory Committee Roles and Responsibilities**

This section clarifies roles and responsibilities of staff and committee members including how and when information will be shared, the importance of Oregon Public Meetings Law, and joint expectations for respectful participation. These roles and responsibilities will be discussed during the first committee meeting. Please refer to the committee's Charter document for more detail on the committee purpose and protocols.

**A. Joint Expectations**

Committee members have been selected to serve on this public body out of, and on behalf of, the City's residents. For staff, it is an honor to work with engaged and committed community members who are joining us in improving our City and its transportation system. With that comes the legal responsibility of the protocols required of public bodies and obligation to conduct business in a manner that is respectful of community engagement. As such, committee members and staff jointly 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 PBOT'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>

## Ground Rules + Values

The following Ground Rules and Values were prepared and recommended by the PBOT Equity Committee. Each advisory committee may build upon these, as reflected in the committee's Charter.

### Ground Rules:

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. Safety and comfort, however, are not the same thing; discomfort may at times be necessary and useful when discussing and exploring issues of equity.
2. **Respect:** We will respect the views of others, keep an open perspective; critique issues, not people 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. Digital devices should be used sparingly for time sensitive matters only and/or to review materials provided electronically.
4. **Ongoing Learning:** We will each challenge ourselves in our own learning and understanding and will acknowledge that others are committed to the same.

5. **Confidentiality:** We are encouraged to share examples of lessons learned that come up in meetings with others outside this group, however, we understand that information should only be shared -- especially those of personal experiences -- without disclosing the names of individuals or organizations when recounting those examples. Members must gain consent before sharing a personal story of another in the group.

**Values:**

- **Respect and Inclusion:** Value the diverse voices, experiences, and perspectives of all individuals.
- **Accountability and Transparency:** Maintain openness, honesty, and fairness in our roles, function and actions as well as in all phases of our 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, both inside and outside of the bureau.
- **Intentionality:** Pay active attention to power and privilege and its impact on the work that we do. Approach the elimination of existing disparities with a great sense of urgency. Consistently strive to achieve equitable outcomes that benefit all individuals and communities.
- **Integrity:** Demonstrate professionalism and honesty in all our working relationships. Strive for 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. Be an ally by using your held privilege to speak out against oppression without guilt or apology. Support each other's leadership. Recognize we do not have all the answers.
- **Commitment to Equity:** Demonstrate a commitment to achieving equity for all individuals. Work intentionally to develop and implement policies and practices without bias, unnecessary barriers, and additional burdens. Do self-work and engage in regular self-reflection. Move out of your comfort zone in order to learn, grow, and develop yourself as a leader for equity.

**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 PBOT's Communications Department:

- John Brady, PBOT Communications Director
  - Office: 503.823.7375
  - Cell: 503.577.8236
  - John.brady@portlandoregon.gov
- Dylan Rivera, Public Information Officer
  - Office: 503.823.3723
  - Cell: 503.577.7534
  - Dylan.rivera@portlandoregon.gov

### **C. Staff Roles**

Each PBOT 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:

- Support the meeting facilitator and assist with meeting preparation
- 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.**

**Portland Bureau of Transportation  
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>
<p><i>1. Are you or a relative associated with a business that engages in work relevant to PBOT or the City of Portland?</i></p>	
<p><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 PBOT, the City of Portland, or a related entity which does or contemplates doing business with PBOT or the City of Portland?</i></p>	
<p><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 PBOT or the City of Portland?</i></p>	

**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 PBOT advisory body.

**Certification:** I \_\_\_\_\_ have read the PBOT 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: \_\_\_\_\_

PBOT Public Advisory Committee: \_\_\_\_\_

PBOT Staff Contact: \_\_\_\_\_