



## Portland Children's Levy Community Council

### 1. CREATION

**A. Body** created on December 14, 2021, by the Portland Children's Levy (PCL) Allocation Committee to advise the bureau.

**B. Purpose**

The purpose of the PCL Community Council is to advise the Allocation Committee, the bureau director, and staff on PCL policy and procedures. This will include providing input on the design of community engagement processes, funding priorities, funding processes, funding recommendations, and grant performance management.

**C. Sponsor Bureau:** Portland Children's Levy

**D. Body Advises:** Portland Children's Levy Allocation Committee, bureau director, and staff

### 2. CITY ROLE

PCL will provide a staff person, subject to budget, to assist with technical support, expertise, logistical assistance, administrative assistance, and advice to the Body. PCL will also provide public notice of all meetings, post materials to a webpage, and prepare meeting minutes describing the meeting.

### 3. FREQUENCY OF MEETINGS

The Community Council shall meet at least 4 times each calendar year and as otherwise necessary to conduct its business. Meetings shall be conducted according to operation procedures specified in these bylaws.

### 4. MEMBERSHIP AND TERM

Members of advisory bodies are public officials. Public officials are subject to the City's Code of Ethics ([Chapter 1.03](#)) and Oregon Revised Statutes ([ORS Chapter 244, Government Ethics](#)).

**A. Total Membership:** must include at least 11 and no more than 13 members.

**B. Term:** all terms begin and end at the same time.

**C. Term Length:** three years.

**D. Term Limits**

- i. Members may serve terms not to exceed six years of total consecutive service. If a member is appointed to fill a vacant seat, completion of an unexpired term does not apply toward the six-year cumulative.
- ii. At the completion of each term, regardless of term length, incumbents are required to notify the designated bureau staff liaison if they want to continue to serve.
- iii. Members interested in continuing service beyond six years must sit out for one term of three years before reapplying to serve on the Community Council.

**E. Appointment Process**

Members are appointed by the bureau director after a competitive recruitment process. All serving members are selected and appointed to full terms. If there are vacancies, including if a position becomes vacated during a term, the bureau director will appoint an alternate selected during the prior recruitment process. If there are no more alternates available, normal recruitment processes should follow.

**F. Quorum**

A quorum is a simple majority of total membership of the Community Council.

**G. Voting**

A quorum shall be necessary for voting members to make decisions that represent the position of the Body and to fulfill any other responsibilities. Proxy/absentee voting is not allowed. A majority of seats present at a meeting are required to carry a vote per ORS 174.130.

**5. GENERAL OPERATING PROCEDURES**

**A. Disclosure of Conflicts of Interest (or other connection)**

- i. A public official is required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- ii. The announcement must be made on each occasion when the public official is met with the conflict of interest, and the public official must disclose the nature of the conflict of interest.

- iii. The PCL staff liaison is obligated to record and keep all conflicts of interest that are announced during each meeting.
- iv. If it is found that a member did not disclose a conflict of interest, the liaison must alert the bureau director of the instance as soon as it is known.
- v. Any potential or actual conflict of interest noted by staff will be included in the recommendation report provided to the Allocation Committee or other final decision-making body.

**B. Conduct of Meetings**

Meetings will be conducted to foster collaborative decision-making using a modified consensus decision-making model. In cases where a vote is taken, the Community Council will use an online ballot. If the Community Council cannot reach consensus, and a decision on recommendations is needed, the vote will be taken as facilitated by PCL staff. Staff will record the results of the vote, including minority objections to the decision or tied decisions, and all results will be reflected in the recommendations transmitted by staff to the Allocation Committee.

**6. REMOVAL OF MEMBERS AND RESIGNATIONS**

All members serve at the pleasure of the bureau director and may be asked to resign or be removed at the bureau director's discretion at any time. For example, any member who does not complete required trainings, fails to prepare for meetings, or does not work collaboratively with other Community Council members and PCL staff may be removed from the Community Council.

**A. Removal from Community Council due to absences**

Any member who misses three meetings in a calendar year will be removed from the Community Council, excluding absences due to illness or emergencies. PCL staff will keep attendance and inform the bureau director of absences, who in turn will inform the member in writing that they have been removed from the Community Council.

**B. Resignation Process**

Members are expected to make a good faith effort to complete their term. In cases where this is not possible, members are expected to provide notice to the PCL staff liaison in writing.

**7. MEETING FACILITATION AND SUBCOMMITTEES**

PCL staff shall be responsible for conducting and facilitating the meeting and all voting actions of the advisory body. PCL staff will encourage full participation by Community Council members in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the Community Council's operating procedures.

The Community Council may divide its members into subcommittees authorized to act on behalf of the full Community Council for an assigned purpose.

**8. COMMUNICATIONS**

Members agree that transparency is essential to all deliberations.

- A.** Members are required to notify the PCL staff liaison of all communication with interest groups and media. Members are required to copy the PCL staff liaison on all written communication from/to interest groups commenting on the Community Council's deliberations. These communications will be included in the public record and copied to the full Community Council as appropriate.
- B.** On rare occasions, the Community Council may ask or be asked to write position letters to external groups or governments in support or opposition of policy issues relevant to the purpose and scope of the Community Council. The position and all associated position letters must be approved by the bureau director. This is accomplished through partnership with the PCL staff liaison and the bureau director, and PCL staff must work with the Office of Government Relations if the external communication is with a state, federal or tribal government in accordance with Administrative Rule 3.01.

**9. PUBLIC MEETINGS AND RECORDS**

Meetings of the full body and subcommittee meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-690). The Bureau liaison will provide notice to the public regarding the dates, times, and locations of all meetings at least 48 hours in advance of the meeting date.

Per ORS 192.670(1), members can participate through telephonic conference calls. Requests for any other electronic communication means require approval from the PCL staff liaison with City Attorney

consultation. All records of the Body, including formal documents, discussion drafts, meeting summaries, and exhibits are public records. Communications among members related to the subject matter of the Community Council should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and votes made during meetings, memoranda, work projects, records, documents, text messages, pictures, or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal notes of individual members taken at public meetings might be considered public record to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)). Members are not allowed to deliberate towards a decision over e-mail, as public participation needs to be guaranteed through that process.

**10. AMENDMENT OF BYLAWS**

The Community Council may vote to recommend to the bureau director amendment or repeal of these bylaws. The PCL staff liaison may also recommend changes to the bureau director. The bureau director must sign off on original bylaws and any amendments to the bylaws. Members have no authority to amend bylaws without approval.

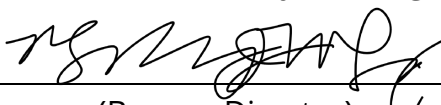
Bylaws created by: Rachael Nakhabala, Community Engagement Coordinator, on 2/7/2023.

Approved by: Lisa Pellegrino, Bureau Director, on 6/15/2023.

Amended: Katrina Peterson, Community Engagement Coordinator, on 11/1/2024.

Approved by: Lisa Pellegrino, Bureau Director, on 11/7/2024.

Amended: Katrina Peterson, Policy and Engagement Coordinator, on 6/15/2026.

Approved by:  \_\_\_\_\_, on 6/15/2026 \_\_\_\_\_.  
(Bureau Director) (date approved)