



**Bylaws of the
Portland Children’s Levy Community Council
(“Body”)**

- I. **Body created** on December 14th, 2021 by Portland Children’s Levy (PCL) Allocation Committee to advise the Bureau.
 - A. Purpose: The purpose of the PCL Community Council is to advise PCL staff, Bureau Director and the PCL Allocation Committee on Levy policy and procedures including community engagement and future competitive funding rounds. This will include providing input on the design of community engagement processes, using results to advise on community needs and funding priorities, and providing input on the design of application and review processes for all PCL grants. The Council will not review grant applications but will review funding recommendations from staff and provide input on those recommendations to the PCL Allocation Committee.
 - B. Sponsor Bureau: Portland Children’s Levy
 - C. Staff/Bureau liaison title: Racheal Nakhabala, Community Engagement Coordinator

- II. **City Role**

PCL will provide a staff person to assist with technical support, substantive 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 summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

- III. **Frequency of Meetings**

The Body shall meet at least 4 times each calendar year and as otherwise necessary to conduct its business. Meetings shall be conducted in

accordance with the operating procedures specified herein.

IV. Membership and Term

Members of advisory bodies are public officials. They must become familiar with rules and responsibilities described at the "[Oregon Government Ethics Law - A Guide for Public Officials](#)" (Oregon Government Ethics Commission).

A. Council Member Responsibilities

1. Attend and participate in scheduled meetings. Members may miss up to two meetings in a calendar year before being removed from the Body as described in Section VI.A below.
2. Notify staff in writing in advance of scheduled meetings if member is not able to attend the meeting, except in cases of emergency.
3. Participate in required city trainings and additional trainings about PCL
4. Review agenda and materials in preparation for meetings and actively participate in council meetings
5. Work respectfully and collaboratively with all council members and PCL staff to make decisions and recommendations to Allocation Committee

B. Total membership

Body must be at least 11 and no more than 13 members.

C. Terms

Member terms are staggered and begin on July 1 or January 1 depending on when the member was appointed to the Council.

D. Term Limits

1. Members may serve two terms not to exceed six years of total consecutive service. If a member is appointed to fill a vacant seat, completing the unexpired term does not apply toward the six-year service limit.
2. At the completion of each term, regardless of term length, incumbents are required to notify the PCL staff liaison if they want to continue to serve.
3. Members interested in continuing service beyond six years must sit out

for one term of 3 years before reapplying to serve on the same advisory body.

4. Members may not have alternates and all serving members are selected and appointed to full terms. Whether a seat is filled for the remainder of the vacated term or anew will be determined by the appointing entity. If there are vacancies, including if a position becomes vacated during a term, PCL will recruit for a replacement member. The process includes recruitment applications, vetting and selecting members, and appointment by the bureau director.

E. Quorum

A quorum is a simple majority of total membership of the Body.

F. 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.

G. Stipends

1. Members may receive a stipend of up to \$500 per calendar year to support their full participation in Council meetings. Members will receive a prorated payment every six months for any meetings they attended during that period.
2. Members removed from Council per section VI will not receive stipend payment for any meetings they missed or were no longer eligible to attend due to removal from the Council.

V. General Operating Procedures

A. Disclosure of Conflicts of Interest

1. Members are 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.
2. The announcement needs to be made on each occasion when the member is met with a conflict of interest, and the member must disclose the nature of the conflict of interest.

3. Bureau liaison and/or staff are obligated to record and keep all conflicts of interest that are announced during each meeting.
4. If it is found that a member did not disclose a conflict of interest, staff must alert the Bureau Director of the instance as soon as the incidence is known.
5. 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. Modified Consensus Decision-Making

Meetings will be conducted to foster collaborative decision-making using a modified consensus decision-making model. Council will vote by using an online anonymous, written ballot. Staff will facilitate decision-making using these tools to make the voting process accessible for hybrid meetings. If 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.

VI. 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 Director's discretion at any time. For example, any member who does not complete required trainings, fails to prepare for meetings, and/or does not work respectfully/collaboratively with other Council members and PCL staff may be removed from Council.

A. Removal from Council due to absences

Any member who misses more than two meetings in a calendar year will be removed from Council. 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 Body.

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.

VII. Meeting Facilitation and Subcommittees

PCL staff shall be responsible for conducting and facilitating the meetings and all voting actions of the advisory body. PCL staff will encourage full and safe participation by Council members in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the Body's operating procedures. The PCL staff liaison will also serve as liaison between the members of the Body and the City. PCL staff will develop meeting agendas in consultation with Council, establish subcommittees if needed, and ensure an efficient advisory process.

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

VIII. Communications

A. Lobbying of Council

Members are required to notify the PCL staff liaison of verbal communications with interest groups and all communications with media. Members are required to copy the PCL staff liaison on all written communications from/to interest groups (other than a group specifically represented by a member) commenting on the Body's deliberations. These communications will be included in the public record as detailed below in Section IX and copied to the full Body as appropriate.

B. Written positions of the Body

If the Body is asked to write a position letter to external groups or governments in support or opposition of policy issues that are relevant to the purpose and scope of the Body, the position must be approved first by the bureau director. This is accomplished by first proposing the position of PCL Staff Liaison. The Staff Liaison, in partnership with bureau leadership, must approve the position before the letter has been drafted. The Staff Liaison and/or bureau leadership must work with the Office of Government Relations if the external communication is with a state, federal or tribal government. This process is required in accordance with Administrative Rule 3.01, which establishes the Office of Government Relations as the central coordinating body for this external intergovernmental outreach.

IX. 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 and/or Zoom meetings. Requests for any other electronic communication means require approval from the Bureau 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 this Body 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 to be 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 toward a decision over e-mail, as public access needs to be guaranteed through that process.

X. Amendment of Bylaws

The Body may vote to recommend to the Bureau Director amendment or repeal of these Bylaws. The Bureau Director must sign off on original bylaws and any amendments to the bylaws. Members have no authority to amend bylaws without approval.

Original Bylaws Created by: Racheal Nakhabla, Community Engagement
Coordinator, on February 7, 2023

Approved by: Lisa Pellegrino, on June 15, 2023.
(Elected/Bureau Director) (date approved)

Amended: _____, on _____.
(name, title) (date amended)

Approved by: _____, on _____.
(Elected/Bureau Director) (date approved)

Amended: _____, on _____.
(name, title) (date amended)

Approved by: _____, on _____.
(Elected/Bureau Director) (date approved)