



## 1.0 PURPOSE AND SCOPE OF THE EQUITY COUNCIL

1.1 **Purpose.** Prosper Portland’s Board of Commissioners hereby charters the Equity Council (or “Council”) to hold Prosper Portland accountable for achieving the objectives of Prosper Portland’s policy on equity (the “Equity Policy,” as instituted by Board Resolution No. 6988 and amended by Board Resolution No. 7175).

1.2 **Scope.** To achieve its purpose, the Council will:

- Identify institutional racism and cultural barriers that prohibit equitable access to Prosper Portland resources;
- Make recommendations to dismantle institutional racism and to improve diversity and cultural competency;
- Provide training and other assistance, as necessary, to promote progress toward achieving Equity Policy objectives;
- Initiate and champion courageous conversations that increase employee awareness and sensitivity to issues of race, privilege, and inequity;
- Facilitate the involvement of the Prosper Portland Leadership Team in Council initiatives; and,
- Monitor and audit Prosper Portland’s progress in meeting the goals of the Equity Policy.

1.3 **“Equity,” defined.** As used in this Charter, and defined in *The Portland Plan* (April 2012), “equity” is when everyone has access to the opportunities necessary to satisfy their essential needs, advance their well-being, and achieve their full potential. We have a shared fate as individuals within a community and as communities within society. All communities need the ability to shape their own present and future. Equity is both the means to healthy communities and an end that benefits us all.

## 2.0 EQUITY COUNCIL MEMBERSHIP

Members of the newly-reorganized Council were appointed by the Executive Director on January 6, 2014. Going forward, the recruitment and selection of Council members shall follow the recruitment and selection process detailed below.

2.1 **Size.** The Council will consist of Prosper Portland employees and may also include one external representative and one Prosper Portland board member.

2.2 **Composition.** The Council will strive to compose itself with members that include a wide range of organizational roles, skills, and points of view. Representation will be sought from each department within the agency. The Council will also aim to have representatives that play a role in agency-wide strategic planning processes.

- 2.3 **Preferred Qualifications.** The following qualifications are preferred for all Council members:
- A basic understanding of the existence and impact of racism and other oppressions that perpetuate societal inequities;
  - Commitment to self-reflection and challenging one's perceptions and biases;
  - Ability to articulate the value and benefit of eliminating bias, discrimination, and institutional racism;
  - Ability to stay engaged in difficult conversations on bias, racism, and privilege;
  - Willingness and ability to lead discussions on equity in their own department and at various levels of the organization; and
  - Willingness to be courageous, take risks, ask questions, and speak truth to power.
- 2.4 **Recruitment.** When a vacancy exists on the Council, the Council will recruit new members using the composition and qualifications criteria described above. Recruitment activities may include an agency-wide solicitation for new members or targeted recruitment of individuals. When seeking to fill a vacancy, Council members may nominate individuals and the Council may accept written expressions of interest from Prosper Portland staff. Once all nominations are received, the Council will review and consider all nominations and select a new member to recommend to the Executive Director using the decision-making process described in Section 4.0. The Executive Director will formally appoint members to the Council based only on recommendations received from the Council.
- When an individual is selected to serve on the Council, the Executive Director will notify the individual and his or her supervisor at the same time to ensure that the supervisor can approve the required allocation from the individual's workplan. Managers are strongly encouraged to work with new Council members to make adjustments to individual's workplan to allow for participation on the Council.
- 2.5 **Time Commitment.** All members must commit to ***a minimum of sixteen (16) hours*** per month to carry out the work of the Council. This time commitment includes, but is not limited to, reviewing meeting notes and handouts, attending trainings, and additional meetings related to Equity Council business as needed. In addition, Equity Council members may present at Commission Meetings and participate in briefings with the Leadership Team, Executive Director and with community stakeholders, to discuss Equity Council initiatives.
- 2.6 **Meeting Attendance.** Council members are expected to attend all monthly meetings. Members who are unable to attend a meeting should contact the Council chair in advance. If a member misses three meetings in a twelve-month period, the Council will evaluate the circumstances and make a determination on whether that member should continue to serve on the Council.

2.7 **Staffing.** The Equity Council will be chaired by the Executive Director. At the beginning of each calendar year, the Council will elect a Vice Chair to serve for that year. The Vice Chair will serve as the chair of the Council in the absence of the Executive Director or when a motion involving the Executive Director is being discussed. The Equity Coordinator will act as project manager for the Council.

2.8 **Term Lengths.** Council members are expected to serve a term of at least two years. Every two years, the Council will review its membership to determine if its composition can effectively carry out the work of the Council and if all members can maintain the required time commitment. If new members are required, the Council will follow the recruitment options described above. Equity Council membership may be rescinded at any time by a decision of the Council for reasons including, but not limited to, poor attendance, disruptive behavior, or lack of work product.

### 3.0 **GROUND RULES**

Members are expected to abide these ground rules when participating in Council activities:

- Foster and commit to both active and reflective listening skills;
- Create a safe, open, nurturing and respectful environment;
- Step up and speak your truth;
- Step back and ensure all voices are heard;
- Be courageous and take risks;
- Assume the best of intentions;
- Honor confidentiality and trust;
- Work collaboratively to bring out the best ideas from the group; and
- Challenge ourselves in our learning and understanding.

### 4.0 **DECISION-MAKING**

The Council represents a diversity of expertise, skill sets, and viewpoints. As such, Council members are expected to listen, analyze, and contribute in ways that further the Council's goals. Council recommendations and decisions should represent a broad base of collective wisdom that will best serve Prosper Portland.

4.1 **Consensus.** When making decision, the Council will strive to reach consensus, a decision-making method where the group reaches substantial, though not necessarily unanimous, agreement on matters of overall direction and policy.

4.2 **Supermajority.** If consensus on a decision cannot be reached, the decision will be made by a supermajority (two-thirds) vote of members in a Council meeting. In these cases, the Council will offer the opportunity to include minority reports in meeting summaries.

4.3 **Quorum.** A quorum is required to conduct business and make official decisions (e.g., voting on new members, approving a strategic plan). A quorum is defined as 50% of the total Council membership, plus one, rounded up. For instance, if the Council has twelve members, a quorum is seven members. Once a quorum is reached, a quorum is maintained for the remainder of the meeting, even if a member leaves during the meeting.

4.4 **Changing this Charter.** Changes to Section 1.0 and 4.0 may only be made through approval by Prosper Portland's Board of Commissioners. Changes to Section 2.0 and 3.0 may be made through a supermajority vote of the Council's members.

#### 5.0 **ADOPTION OF THIS CHARTER**

This Charter was originally adopted on May 11, 2016 and last revised on April \_\_\_\_\_, 2017.

By: \_\_\_\_\_  
Mayra Arreola, Director of Social  
Equity, Policy, and Communications  
(Vice Chair of the Equity Council)

By: \_\_\_\_\_  
Kimberly Branam, Executive Director  
(Chair of the Equity Council)