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PORTLAND





Portland  
Housing Bureau

# East 205 TIF District

**Community Leadership Committee Meeting 3**  
**February 2026**

# Agenda

1. Welcome
2. Guiding Agreements
3. Introductions and Roll Call
4. Administrative Items / Housekeeping
5. **Bylaws and Governance**  Decision Items
6. **Co-Chair Nominations** 
7. Public Comment
8. Next Steps

**Meeting Goal: Establish bylaws according to the City and governance charter**

# Guiding Agreements

- Show up and choose to be present
- Participate in an authentic and active way
- All ideas are valid
- Uphold commitments and come prepared
- Listen to understand
- Exercise consideration and respect in your speech and actions



# Introductions & Roll Call



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# What's your favorite thing about your neighborhood?



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# Administrative Items Housekeeping



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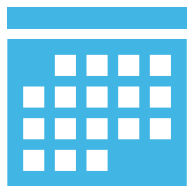
# Housekeeping



Please check your email for any communications from the team and any reading materials to review in advance of CLC meetings



Confused? Have Questions? Please reach out to the team. If you missed a meeting and would like to review content, we're here for you



RSVP on the calendar so we can plan for food and supplies

We're meeting the **2nd Wednesday** of the month. What start time do you prefer for 2 hr meetings? 5PM, 5:30PM, 6PM?

## Prosper Portland Staff:

[Raasa@prosperportland.us](mailto:Raasa@prosperportland.us)

## Portland Housing

### Bureau Staff:

[Raul.preciadomendez@portlandoregon.gov](mailto:Raul.preciadomendez@portlandoregon.gov)

### Community Liaison:

[Paula@rosewoodinitiative.org](mailto:Paula@rosewoodinitiative.org)

## Project Email Address:

[eastportlandtif@prosperportland.us](mailto:eastportlandtif@prosperportland.us)

# Office of Civic Life Training Reminders

- HR Harassment & Discrimination
- Advisory Bodies HRAR 2.02 Training
- Shared Equity Language PowerPoint

**Link to Trainings and Quizzes:**

<https://www.portland.gov/civic/advisorygroups/advisory-body-trainings>

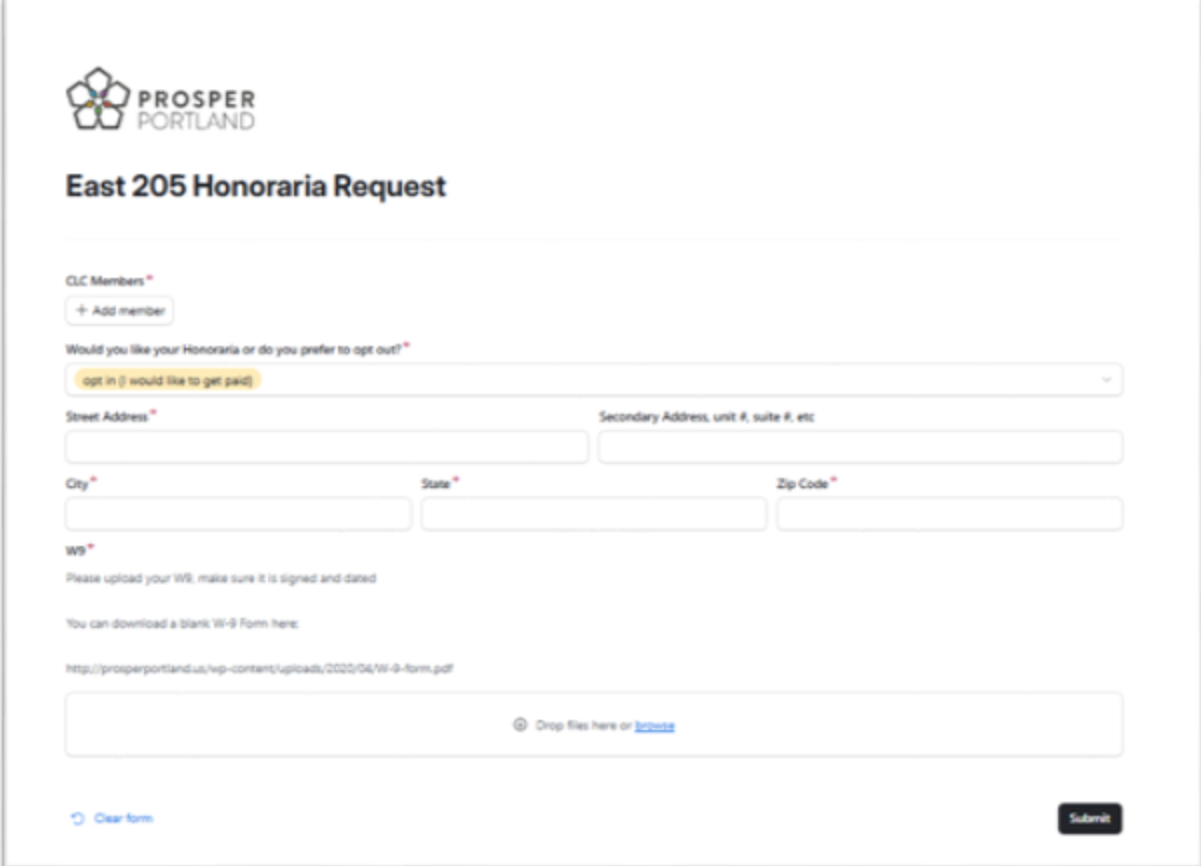
Send an email to [EastPortlandTIF@ProsperPortland.us](mailto:EastPortlandTIF@ProsperPortland.us) to let us know you have completed them

# CLC Honoraria

- Managed by Prosper Portland
- Attendance Tracking
- Quarterly Stipend Payment Cadence

## Step to Complete:

Follow [this link](#) to submit your information



The screenshot shows a web form titled "East 205 Honoraria Request" from Prosper Portland. The form includes a "CLC Members" section with an "Add member" button. A dropdown menu asks "Would you like your Honoraria or do you prefer to opt out?" with "opt in (I would like to get paid)" selected. There are input fields for "Street Address", "Secondary Address, unit #, suite #, etc.", "City", "State", and "Zip Code". A "W9" section instructs users to upload their W9 form, with a link to download a blank W-9 form. A file upload area is provided with a "Drop files here or browse" prompt. At the bottom, there are "Clear form" and "Submit" buttons.

# Bylaws and Governance



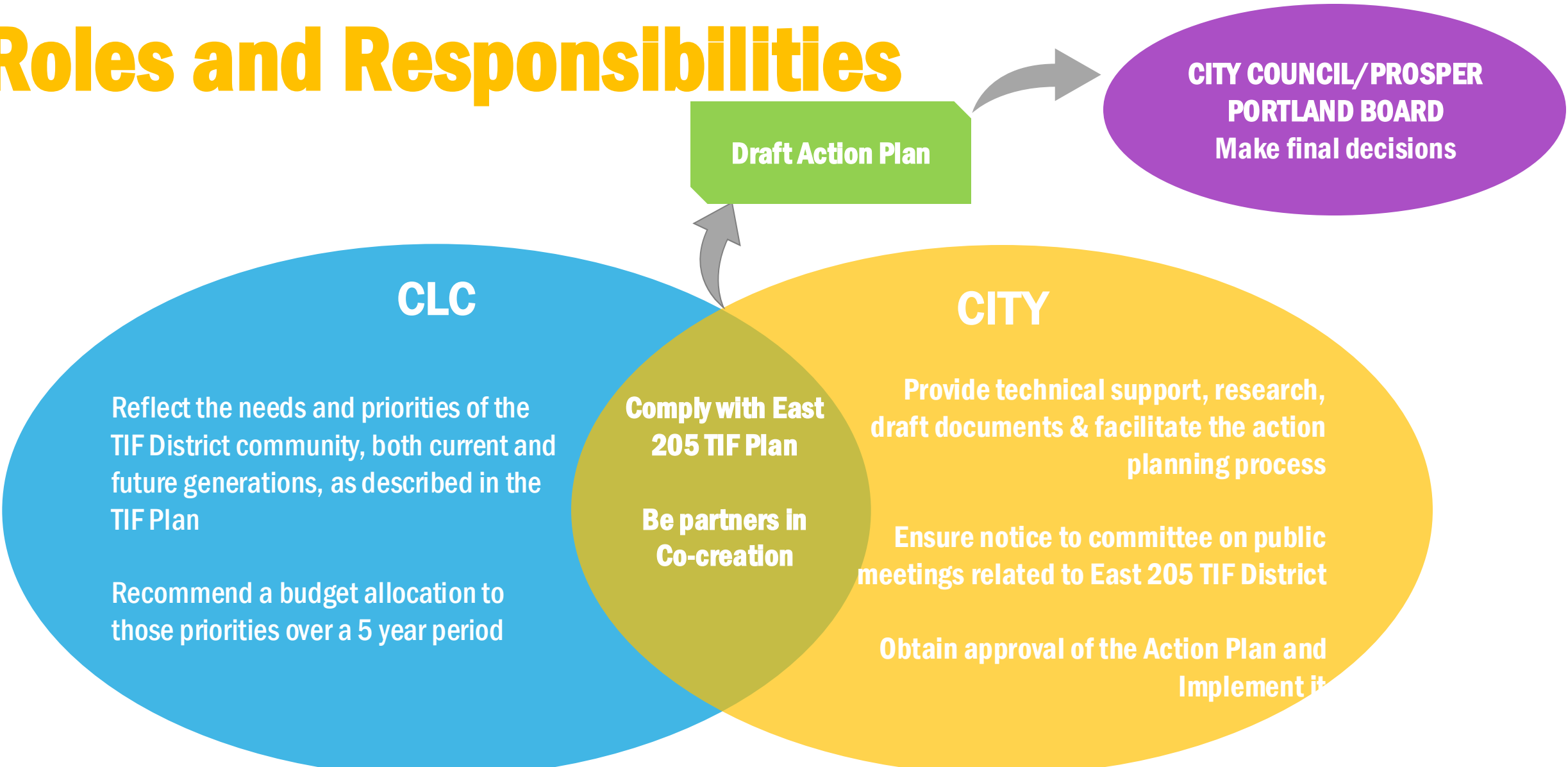
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# Roles and Responsibilities



# Elements of Bylaws

I. Creation of Body

II. City Role

III. Frequency of Meeting

IV. Membership and Term

V. General Operating Procedures

VI. Removal of Members

VII. Officers and Subcommittees

VIII. Facilitator Role

IX. Communications

X. Public Meetings and Records

XI. Amendment of Bylaws



## BYLAW TEMPLATE FOR CITY ADVISORY BODIES

[DISTRICT] TIF Community Leadership Committee of Body] ("DISTRICT CLC")

I. Body created on [DATE], by

- Portland City Code \_\_\_\_\_
- Council Resolution \_\_\_\_\_
- Council Ordinance \_\_\_\_\_
- Bureau \_\_\_\_\_; by whom \_\_\_\_\_
- Other \_\_\_\_\_

A. Purpose

The Committee's purpose is to advise City staff, the Directors of Prosper Portland and PHB, Commissioners-in-Charge, the Portland City Council and the Prosper Portland Board of Commissioners on the implementation of the TIF Plan by providing essential guidance, public recommendations, and oversight of the City of Portland's and Prosper Portland's implementation of the TIF Plan. This Committee will be perpetual the life of the [DISTRICT] TIF District.

B. Sponsor Bureau: Prosper Portland and Portland Housing Bureau

C. Bureau liaison/title: PROSPER PORTLAND LEAD, PORTLAND HOUSING LEAD

D. Advise to

- City Council
- Elected-in-Charge<sup>1</sup> \_\_\_\_\_
- Prosper Portland Board

# CLC Bylaws

## IV. Membership and Terms

- Term Limits
- Service Beyond 8 Consecutive Years
- Voting Procedure

## V. General Operating Procedures

- Decision Making

## VI. Membership Removal

- Terms for Removal of Members

- Bureau Director
- Designated bureau staff (title)\_\_\_\_\_

### II. City Role

The Bureau will provide a staff person to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Body. The Bureau 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 [# By CLC] 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 should become familiar with rules and responsibilities described at the "Oregon Government Ethics Law - A Guide for Public Officials" (Oregon Government Ethics Commission).

#### A. Total membership thirteen seats

7 seats for 3 years.

6 seats for 2 years.

#### B. Terms

- Staggered
- All terms begin/end at the same time

#### C. Term Limits

- Members may serve any number of terms not to exceed [# of Years of service]. Completion of an unexpired term does not apply toward the eight-year cumulative.
- At the completion of each term, regardless of term length, incumbents are required to complete notice of intent to continue to serve and discuss mutual benefits of continuing on the body with the designated bureau staff.

# Consensus Decision Making

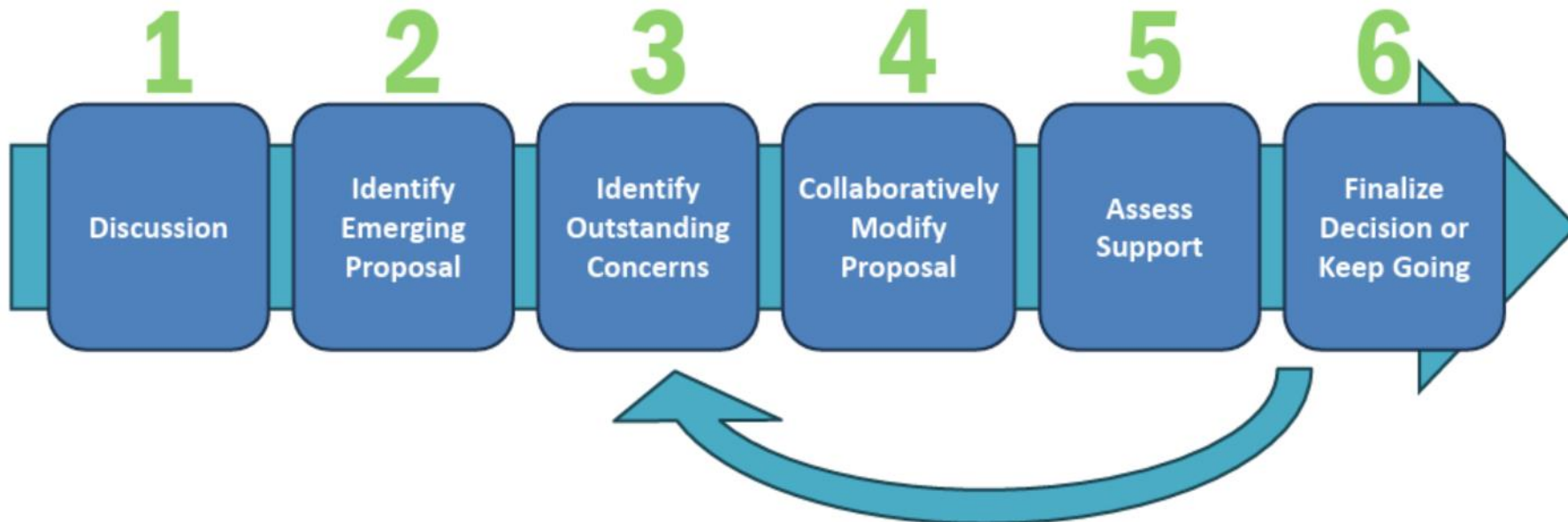
## Consensus Decision Making

This still requires a quorum (7 people) and a final vote

## Modified Consensus Decision Making

Consensus Minus One

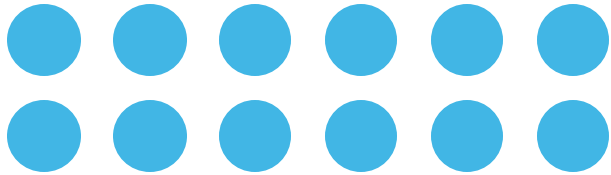
Consensus Minus Two



# Consensus – Examples

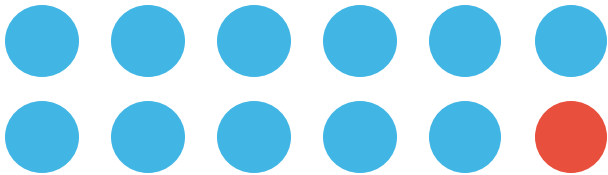
Consensus

Pass

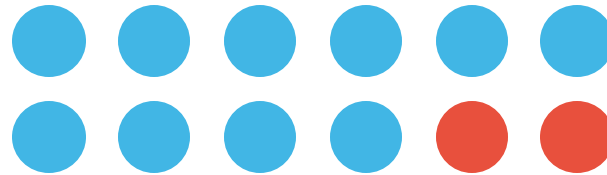
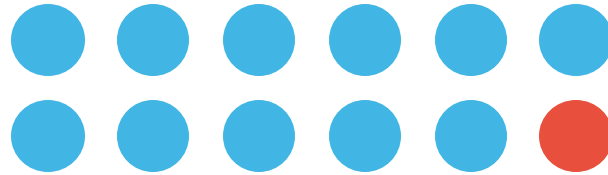


No

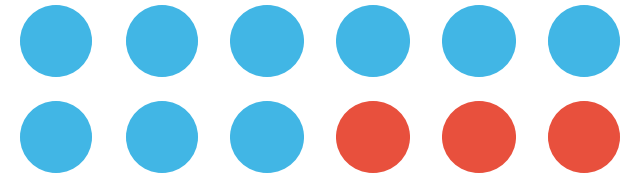
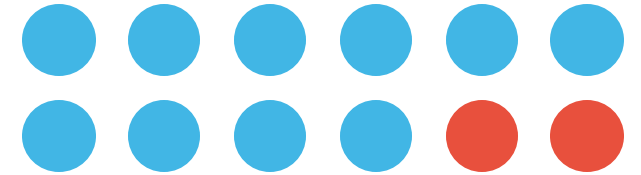
Pass



Consensus  
Minus  
One



Consensus  
Minus  
Two



Yes ● No ●

# Consensus Decision

Consensus

Unanimous

Consensus  
Minus  
One

1 Disagrees

Consensus  
Minus  
Two

2 Disagree

Decision: Which Consensus option do you prefer?

**Break!**



# East 205 CLC

## PROSPER PORTLAND BOARD NOMINEES – Term of 3 years



ShaToyia Bentley



Tamra Booth



Olena Borova



Daniel Carrillo



Terrence Hayes



David Linn



Kristin Romaine

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## CITY ADMINISTRATOR'S OFFICE NOMINEES – Term of 2 years



John (Wes) Ayers



Parker  
Fitzpatrick



Eric Knox



Andy Miller



Emily Hutsell



Karen Wolfgang

# Length of Terms

## Determine length of terms moving forward

Currently:

7 seats serve for 3 years

6 seats serve for 2 years

Example From Cully:

Terms of 3 years

**Decision: How long should subsequent terms be?**

Currently, the terms are staggered to guarantee continuity. Consider the process of nominating members when thinking about length terms

# Bylaws - Removal of Members

## VI.B. Absence Notice

Any member who does not give notice that they intend to be absent from a scheduled meeting for more than **25** percent of the meetings in any 12 months of the service will be removed by the Bureau Director.

### Decision:

**When should members step away due to unexcused absences?**

**After how many missed meetings?**

Note: 3 Meetings is 25%

# Co-Chairs Responsibilities



Regular check-ins with city staff from PHB and Prosper Portland, Community Liaison and Facilitator



Create sub-committees as needed with input from CLC members



Co-develop agendas with City staff and Community Liaison

# Bylaws – Co-Chairs Terms

Does it run the same as term length or a set amount of time, i.e: 2 years

**Decision: How long should Co-Chairs terms be?**

# Co-Chairs Nominations



Nominate yourself or  
someone else



Share why you are  
nominating  
that person



Voting will take place  
next meeting

# Public Comments

02:00



# Next Steps

- 1 Next meeting date: March 11, 2026
- 2 Submit information for [Honoraria](#)
- 3 Complete Trainings and Quizzes, if you haven't already