



**Portland
Housing
Bureau**



**PROSPER
PORTLAND**



Cully Leadership Committee Charter and Bylaw Workshop

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Agenda

- 1. Relationship between Governance Charter and Bylaws**
- 2. Governance Charter key points**
- 3. Bylaws key points**
- 4. Decisions needed by committee**
- 5. Discussion, Questions, Next Steps**



Relationship between Governance Charter and Bylaws

Governance Charter

Adopted by City Council with the District Plan, Creates the Body

Includes Long Term Commitments between Parties

Would need to go to City Council to amend

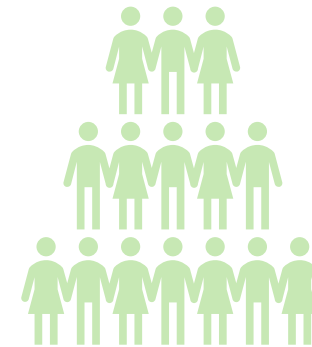


Bylaws

Adopted by Committee Members, Elected-in-Charge*

Includes Information Related to Operations and Membership

Elected-in-Charge can sign off on changes



Together, these Documents Govern the Roles & Responsibilities; Processes; Accountability Mechanisms; Operations and Membership of the Cully Leadership Committee

Community Governance Charter - Origins

Community Governance Charter is the result of a co-creation process between Cully community members, Cully-based community organizations, Prosper Portland, and the Portland Housing Bureau.

What do we mean when we say “co-creation”?

- Collaborative idea generation
- Equitable participation in discussion
- Understanding and respect for each other’s positions, power, and expertise
- Relies on transparency, technical support, and communication

The goal of co-creation is to produce recommendations that are supported in their entirety by the CLC, Prosper, and PHB

Community Governance Charter - Purpose

Charter commits CLC, Prosper, and PHB to

- authentic, open, and equitable public engagement processes
- work together in co-creation for the life of the district
- work together to achieve the community's vision, goals, and values

Charter describes processes and roles to follow to develop and present public recommendations to decision makers about the implementation of the Plan

Outlines the consequences for not following the Charter (“escalation path”)

Community Governance Charter – Section Outline

- **Roles and responsibilities**
- Scope of work and processes
- **Committee membership, appointments, and terms**
- Staffing
- **Operating procedures**
- Accountability
- Amendments to charter

Community Governance Charter – Roles & Responsibilities

Community Leadership Committee

- Recommendations should reflect needs and priorities of Cully community
- Establish committee's collective position through a vote or other procedure

PHB and Prosper Portland Staff

- Implementing program offers, provide research and technical support
- Communicating with Cully community about agencies work
- Coordinating other City agencies, revising TIF Plan with Committee, as needed

PHB and Prosper Portland Directors

- Support the co-creation process by ensuring adequate staffing
- Identifying political opportunities and challenges
- Consider co-created recommendations, provide explanation if final decision differs from the recommendation

Community Governance Charter – Roles & Responsibilities

Committee and City Staff Shared Responsibilities

- Adherence to the co-creation process and goal
- Recommendations and decisions for implementation aligned with Plan
- Recommendations and decisions reflect community engagement that centers voices and needs of Cully community members, particularly those in Priority Communities

If full support on a recommendation cannot be reached:

- Recommendation will make clear areas where is full support
- Remaining areas will include both City's and CLC's recommendations
- CLC and City will jointly present recommendations

Community Governance Charter – Membership

Membership

- 13 positions, won't convene with fewer than 7
- Process to fill vacancies to start within 30 days of member leaving
- Members live, work, worship, have kids in school, been displaced in Cully
- Composition should reflect socio-economic, gender, racial, ethnic, cultural, and geographic diversity of the district
- Include residents particularly vulnerable to displacement

Appointments

- Co-creation to identify nominees to fill vacancies

Terms

- Initial 2 and 3 year terms, future terms defined in bylaws

Community Governance Charter – Operating Procedures

- The Committee will **elect two Co-Chairs**
- Up to and during creation of the first Action Plan, Committee will meet monthly
- After initial Action Plan, Committee will meet every 3 months
- Additional meetings may be scheduled, determined by Co-Chairs and the City
- Co-Chairs and City staff will develop meeting agendas in consultation with members
- **Quorum is 7** members in the room
- Committee may establish standing or temporary subcommittees of at least 3 members to address specific issues

Bylaws Template – Section Outline

- How advisory body created
- City role
- **Meeting frequency**
- **Membership and terms**
- **General operating procedures**
- Removal of members and resignations
- **Officers and subcommittees**
- **Facilitator role**
- Communications
- Public meetings and records
- Amendment of bylaws

Decisions Needed by
Committee in Bold

Committee May Also
Add Additional Sections!

Bylaws – Meetings and Membership

Meeting frequency

- States how often the group meets

Membership and terms

- Members are public officials
- Outlines the total number of members, term length, term limits, voting

General operating procedures

- Includes process for declaring conflict of interest
- Processes that group uses to come to decisions (ex. Robert's Rules, consensus)

Includes two optional sections

- Officers and subcommittees
- Facilitator role

Discussions, Questions, Next Steps