

82nd Avenue Area TIF District Community Leadership Committee Bylaws

BYLAWS FOR THE 82ND AVENUE AREA TIF COMMUNITY LEADERSHIP COMMITTEE (“82ND AVE CLC”)

I. Body created with passage of the 82nd Avenue Area Tax Increment Financing (TIF) Plan on October 30, 2024, by Ordinance 191936.

A. Purpose

The purpose of the 82nd Ave CLC is to advise City staff, the Directors of Prosper Portland and PHB, Portland City Council, and Prosper Portland Board of Commissioners on the implementation of the 82nd Avenue 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. The 82nd Ave CLC will be perpetual for the life of the 82nd Avenue Area TIF District.

B. Sponsor Agencies: Prosper Portland and Portland Housing Bureau

C. Bureau liaison/title: Project or Relationship Manager (Prosper Portland) and District Liaison (Portland Housing Bureau)

II. City Role

Portland Housing Bureau and Prosper Portland are responsible for implementing program offerings in line with the 82nd Ave TIF Plan and the processes described in the 82nd Ave TIF Plan CLC Charter, including financial and competitive land offerings that align with the TIF Plan and Action Plans. Staff will provide research and technical support and engage with the committee on cocreation and will coordinate with staff in other City bureaus as needed (e.g., Portland Bureau of Transportation, Bureau of Planning and Sustainability, etc.). Staff are responsible for communicating with the broader 82nd Avenue area community regarding the Bureaus’ work.

City Administrator or a designee will support the co-creation process by ensuring adequate staffing, subject to appropriations, and by providing guidance on recommendations and alignment with citywide affordable housing and economic development policies, together with any political opportunities and challenges, as needed. The City Administrator, or a designee, will consider co-created recommendations and will provide an explanation, in writing, within 30 days to the Committee if their final decision differs from the recommendation.

III. Frequency of Meetings

Up to and including the creation of the first Action Plan, the Committee will plan to meet at least monthly. After the initial Action Plan is adopted by City Council, the Committee will plan to meet at least once every 3 months on a regular date

established by the Committee and the City. Additional meetings may also be scheduled as determined by the Committee Co-Chairs and the City. The Committee Co-Chairs, in partnership with City staff, will develop meeting agendas in consultation with other Committee members.

IV. Membership and Terms

- A. The Committee has a total of 13 seats. The inaugural committee is composed of seven (7) seats with three-year terms and six (6) seats with two-year terms. This creates a stagger.
- B. Subsequent terms will be three years, for a maximum of two consecutive terms.
- C. Members interested in continuing service beyond two consecutive terms must sit out for one term before reapplying to serve on the Committee. If they are then reappointed, they may again serve a maximum of two consecutive terms.
- D. Quorum is seven (7)
- E. Voting & Process
 - A quorum of voting members shall be necessary to make decisions that represent the position of the Committee and to fulfill any other responsibilities. Proxy/absentee voting is not allowed.
 - Decisions will be made through a consensus decision-making process and considered approved if both of the following are satisfied: (1) no more than two (2) members present and voting register an affirmative objection to the proposal (a “consensus minus two” decision). Abstentions will not be counted as objections; and in addition, (2) the proposal receives affirmative support from a majority of the filled Committee seats at the time of the vote.

V. Disclosure of Conflicts of Interest

Members of City advisory bodies are public officials, and must disclose conflicts of interest in accordance with ORS Chapter 244. They are also subject to Portland City Code chapter 1.03 (Code of Ethics), which establishes standards of conduct for advisory body members.

- A. A public official is required to make an announcement of the nature of a potential or actual conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- B. The announcement needs to 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.
 - For example, an elected member of the City Council would have to make the public announcement one time when met with the conflict of interest, but only one time in each meeting of the City Council. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting.
- C. If the conflict disclosed is a potential conflict of interest, the member may participate in discussion and vote on the item. If the conflict disclosed is an actual conflict of interest, the member must refrain from participating in

discussion or voting. Definitions of potential and actual conflicts may be found in ORS Chapter 244.

- D. The bureau liaison and/or staff are obligated to record and keep all conflicts of interest that are announced during each meeting.
- E. 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.
- F. Any potential or actual conflict of interest noted by staff will be included in the recommendation report provided to City Council or other final decision-making body.

VI. Removal of Members and Resignations

- A. A member will be considered for removal by the process outlined below if:
 - A member has two (2) unexcused absences during a calendar year. Absences are recorded by Bureau liaisons as part of the meeting minutes.
- B. Process for removal
 - If the criteria above is met, a vote of the committee will be held to determine if the member should be recommended for removal. An affirmative vote for removal requires the greater of: i) consensus minus one (-1) of members present; or ii) a majority of filled seats on the body.
 - If an affirmative vote is reached, the co-chairs will draft a letter to the Executive Director of Prosper Portland and Director of PHB detailing the recommendation, rationale for removal, and vote. The Directors will consider the recommendation and may ask the member to resign or be removed. Resignations must be received in writing.

VII. Officers and Subcommittees

- A. Officers
 - Two co-chairs will serve as presiding officers of the Committee and be appointed by a majority of voting members. Specific co-chair duties are outlined in the Charter. (Charter)
 - Co-chairs shall serve a term of one (1) year, commencing immediately following their election and terminating upon the election of their successor. There is no limit on the number of terms a co-chair may serve.
 - A presiding officer will be designated at all times. In a situation where both co-chairs will be absent from a meeting, each may designate an alternate. This must be communicated to the Bureau liaison in advance of the meeting.
- B. Subcommittees
 - For advisory bodies who advise Council, Subcommittee meetings are also subject to Oregon Public Meetings Law and must abide by quorum requirements when voting. While subcommittees may engage non-

members, only members may vote to approve reports and recommendations to be forwarded to the full Body.

- When voting, the quorum for subcommittee members is the simple majority of the subcommittee (50% plus 1 or greater number of seats) and an affirmative vote of the subcommittee requires a simple majority.

VIII. Facilitator Role

The City may contract with an independent and neutral third party whose role is to facilitate meetings, help develop recommendations, and produce approved reports. The facilitator will not act as an advocate on any issue, any interest group, or any member of the Committee.

Specific facilitators' responsibilities will be determined by the needs of the Bureau and the Committee, and will include:

- A. Ensure a welcoming meeting environment where all members can participate.
- B. Ensure a safe environment for minority opinions.
- C. Conduct meetings in a manner to foster collaborative decision-making and consensus building.

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:

Per ORS 192.670(1), advisory body members can participate through telephonic conference calls. 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 towards a decision over e-mail, as public participation needs to be guaranteed through that process.

X. Communications

Members agree that transparency is essential to all deliberations. In

communications with members of the public, particularly with the media or community-based organizations, members must clearly indicate whether they are expressing a personal opinion or the formal position of the Committee.

XI. Amendment of Bylaws

The Committee shall adopt, and may subsequently amend or update, by-laws to govern its procedures, which must not conflict with any portion of the Charter, and which are subject to the prior review and approval of the Mayor, with approval as to legal sufficiency by the City Attorney.

Original Bylaws Approved by the 82nd Avenue Area TIF District Community Leadership Committee by unanimous vote on March 18, 2026.