

Staff Email Response to CLC requests during April, 8th 2026 CLC Meeting

Good afternoon East 205 CLC,

Following up on a couple of questions you had regarding public meetings, and providing an answer within 24 hours of our meeting. We gathered some of the questions you presented regarding forms of communication, and our legal team shared the statute as well as rephrasing in simple language.

1. Email Communications limitations
2. Can they communicate over text or other chat apps?
3. Can they have a public Google Drive?

See page 293 of this PDF <https://www.doj.state.or.us/wp-content/uploads/2024/12/2024-PRM-Manual.pdf> (numbered on the page as 123 of the PDF text). Specifically, “convening” a public meeting means “gathering in a physical location; using electronic, video, or telephonic technology to be able to communicate contemporaneously among participants; using serial electronic written communication among participants; or using an intermediary to communicate among participants.”

In short, public meetings can be conducted over email, text, or chat so anytime a quorum of the CLC or a subcommittee of the CLC that is empowered to make decisions or recommendations is communicating, the meeting should be noticed, the public should have the opportunity to observe, and minutes should be taken. They can amend the charter at any time such that they are no longer a public body in order to avoid these requirements if they are burdensome.

The legal team did not understand exactly what is being asked regarding the public google drive. Prosper Portland is obligated to save all public records on our systems, and the committee records are public records. Those same public records can be posted elsewhere.

1. Subcommittee requirements to comply with public meeting laws

Do they have to provide public notice of the meeting?

Should staff be present?

Do they have to take meeting minutes?

See page 290-91 of this PDF <https://www.doj.state.or.us/wp-content/uploads/2024/12/2024-PRM-Manual.pdf> (numbered on the page as 120-21 of the PDF text). If the subcommittee is making decisions for or recommendations to the CLC, then the subcommittee is, itself, also a governing body. If it is merely information gathering and reporting back to the larger committee, then it is not a governing body.

Regarding whether staff should be present, PHB and Prosper staff are called to collaborate and support the CLCs, so whether this is necessary could be worked out with the Committee.

That's it from our legal team. If you're curious about the current process, both, Prosper Portland and the Portland Housing Bureau provide public notice for all CLC meetings through their websites, the requirement is to provide notice 48 hrs in advance, Prosper Portland staff aims at providing notice one week prior to the meeting and the Portland Housing Bureau follows a similar timeline to update agendas but they post the meeting notice with a topic To Be Determined on a quarterly basis.

The Cully Community Leadership Committee subcommittee meetings have included staff and subcommittee members. Staff were there to support the collaboration as subject matter experts for Cully and take meeting minutes. If you're curious about documents and meeting minutes for the Cully TIF District, you can find all the information [eat=eNpzrShJLcpLzAEADmkDRA%3D%3D&Lang=en&Base64Url=eNoFwLEKgEAIBNATmf_dJnaLJFllHlLuH-_dZNaumojKExmgH2tuXRoNeQOPjnb_hHbJtCJsUH9ZSxVQ&@OriginalLink=prosperportland.us](https://www.prosperportland.us/eat=eNpzrShJLcpLzAEADmkDRA%3D%3D&Lang=en&Base64Url=eNoFwLEKgEAIBNATmf_dJnaLJFllHlLuH-_dZNaumojKExmgH2tuXRoNeQOPjnb_hHbJtCJsUH9ZSxVQ&@OriginalLink=prosperportland.us)"[here](#).

All documents related to East 205 TIF including meeting minutes, slide decks, or documents are on the [project website](#). If you want to dig in on the exploration process, [the website](#) has all the documents related to it, including meeting minutes, navigate after the map to the Documents Section.

Please, let us know if you have any questions,

East 205 Team