City of Portland Charter Review Commission 2011 First Draft Operating Protocols 2/25/11 Revised 2/27/11

The Charter Review Commission will agree on a set of operating protocols for rules of engagement, meeting procedures, committee formation, and communication.

Below is an outline for addressing these issues:

Rules of Engagement Meeting Procedures Participation Reaching agreement Subcommittee formation Communication

General Rules of Engagement

- 1. Each member will conduct themselves in a respectful and courteous manner
- 2. Each member shall be recognized by the chair prior to speaking
- 3. Members shall arrive at meetings promptly and at the scheduled time or make arrangements with the co-chairs if they are late or call the Administrative Assistant if they have unavoidable delays
- 4. Members are expected to fully participate in regular meetings, in addition to serving on at least one topic committee outside the regular meeting schedule.
- 5. All cell phones shall be turned off during meetings
- 6. Members are expected to have reviewed materials prior to the meeting and be prepared to participate or make decisions at the meeting.

Meeting Procedures

- 1. Meetings will begin and end at the designated time, unless a majority of the Commission agrees to changes
- 2. Meeting agendas, minutes and material will be sent out in advance to members for review
- 3. Meeting locations will be advertised in advance and be fully ADA accessible, including public access to the building and to the room.
- 4. Meeting minutes will be taken at all meetings, including subcommittee meetings.
- 5. Meetings will be conducted according to the agenda, however, at the beginning of each meeting, there will be the opportunity for members to suggest changes or revisions to the agenda.
- 6. A quorum constitutes a majority of the appointed members. A quorum is required for any item that requires a decision by the Commission.
- 7. If a quorum is not available, no decisions can be made, but the meeting and discussions may continue as scheduled.

Participation

- 1. Each member of the Commission is appointed, according to Charter Section 13-301 and Resolution, adopted 12/15/10.
- 2. Terms of service. Members may serve on the Commission until the majority of the Commission votes to dissolve the Commission.
- 3. In the event a Commissioner needs to resign, new members will be appointed to the Commission, per Charter Section 13-301 of the Charter.
- 4. The Charter Commission shall conduct continuous outreach and recruitment for new and interested members and develop application procedures that address the requirements of Charter Section 13-301, regarding the make up of the Charter Commission.
- 5. The outreach shall include the provisions as outlined in Charter Section 13-301, requiring the commission to "be reflective of the City in terms of its racial and ethnic diversity, age and geography."

Reaching agreement

- 1. Decisions will be by a minimum of a quorum of appointed members for general direction of items, as determined by the members
- 2. The vote of each member must be recorded by roll call.
- 3. Unless otherwise indicated in Chapter 13, Article 3 of the City Charter or Oregon's Public Meetings Law or in other provisions of these protocols, decisions of the Charter Commission shall be made by a majority vote of those members present after a quorum has been established.
- 4. Decisions for submission to voters requires approval by 15 appointed members in accordance with Charter Section 13-302.
- 5. Items such as approval of minutes shall be by a quorum of the Commission.

Committee formation

- 1. Potential charter change requests and issues shall be referred to a committee for further review and discussion.
- 2. A committee may be formed at any time, but requires at least 3-5 members to agree to participate and one member to chair the meeting.
- 3. Committee meetings are open to the public and outside members are encouraged to participate and provide expertise.
- 4. Meeting dates, times and location for all committee meeting shall be posted as public meetings and according to the communications plan.
- 5. Meeting minutes shall be taken during committee meetings and shall include names of all in attendance.
- 6. Committee tasks and work generally will be defined to bring a recommendation to the full Commission.
- 7. Committees may elect to meet via email or telephone conference and are subject to all Public Records and Public Meetings Law.

Communication

- 1. Communication protocol shall be in accordance with the communication outreach plan
- 2. All communication of the Charter Review Commission is subject to public meetings law and shall be conducted accordingly.

Approved:	
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Date: