

City Small Business Advisory Council Guiding Principles

Article I: Name

- A. The name of the organization is the City Small Business Advisory Council, hereinafter referred to as the SBAC.
- B. In all formal correspondence the SBAC shall be further identified as "City of Portland's Small Business Advisory Council."

Article II: Mission and Purpose

A. Mission

The Small Business Advisory Council (SBAC) representing the diversity found in the Portland business community, provides an organized voice for small business with the Portland City Council on policies that impact small business. The goal of the SBAC is to promote a customer-centered business climate within the City of Portland through well-informed organized advocacy.

B. Purpose

- 1. Identify and review regulations, policies and issues that affect small business formation, growth and prosperity, such as:
 - a. Better access to City services and contracting opportunities
 - b. Access to technical assistance
 - c. Access to capital and financial resources
 - d. Development and communication of programs that support business formation, growth and profitability
 - e. Input on city regulatory, land use and permitting issues to assist businesses with growth and expansion
 - f. Input on financial, revenue and tax issues
 - g. Support for business district associations
- 2. Provide an organized voice communicating directly with the Portland City Council on policies that impact small business.
- 3. Research and review best practices in the development of recommendations to the City Council on policies relevant to small business growth, expansion, and prosperity.
- 4. Work with the City Small Business Advocate to help educate small businesses about policies, issues, and resources.
- 5. Demonstrate the importance of small business to the community and the region.

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6. Provide testimony to City Council in writing and/or through oral testimony.

Article III: Membership

A. Composition

The SBAC is a public-private partnership consisting of private sector members and representatives from various public entities, the latter hereinafter referred to as the Technical Advisory Committee (TAC). The private sector members have voting rights and the TAC serves in an advisory capacity.

1. Private Sector

- a. The SBAC membership is to reflect the diversity of small business in Portland and, as such, must be representative of industry, geographic, ethnic and gender diversity. At the very least the following industries must be represented: manufacturing, retail, professional services (i.e., consultants, architects, marketing), sustainable industries, creative services, financial services, hospitality/tourism, and real estate.
- b. The SBAC shall have at least 21 private sector members but no more than 27.
- c. Members shall own a small business with less than 50 employees, or represent coalitions of small businesses within the City of Portland and/or Multnomah County. For example, the Oregon Media Production Association, Chambers, Alliance of Portland Neighborhood Business Associations, to name a few.
- d. Members will serve three-year terms with the option of seeking reappointment for one additional three-year term. With respect to the first SBAC, half the membership will be asked to return for one year only with the goal of staggering future membership appointments.
- e. Any SBAC member who changes jobs or businesses which alters their membership qualifications before their regular member term on the SBAC expires, their membership would terminate at the end of that service year term (April 1 to March 31). If they would like to reapply through the nomination process, they are free to do so

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and their application would be considered in accordance with the established process.

- f. Members shall attend meetings and actively engage in discussion.
- g. Members are expected to actively participate in other professional or business groups, associations and outside forums and provide a link to SBAC.
- h. Members are expected to bring issues/concerns that affect small business forward to the SBAC.
- i. Members are to help keep the broader business community informed of SBAC's work and to seek input and feedback.
- j. The Mayor and Commissioners may each submit an applicant who may be given preference over others of equivalent background and qualifications consistent with requirements outlined in section III, A1 (a-e).

2. Public Sector

- a. The goal of the SBAC is to foster public-private partnerships and an understanding and cooperation between the private and public sectors.
- b. The SBAC shall include members of the public sector including representatives from the US Small Business Administration (SBA), the Small Business Development Center (SBDC), the Mayor's office and (4) City Commissioners and the following City agencies:
 - 1. Bureau of Planning (BoP)
 - 2. Bureau of Development Services (BDS)
 - 3. Department of Transportation (PDOT)
 - 4. Bureau of Licenses (BoL)
 - 5. Bureau of Purchases
 - 6. Bureau of Environmental Services (BES)
 - 7. Bureau of Water
 - 8. Office of Neighborhood Involvement (ONI)
 - 9. Office of Sustainable Development (OSD)
 - 10. Portland Development Commission (PDC)

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- c. The public sector participants shall serve as advisors and consultants to the private sector members and engage in discussion.

3. Other Interested Parties

Anyone interested in becoming a member of the SBAC can express their interest in writing to a SBAC member or the Small Business Advocate which will be referred to the Membership Committee for consideration (See Article V, B2).

B. Participation Standards

1. SBAC members are expected to attend at least 2/3 of all SBAC meetings.
2. SBAC members are expected to actively participate in the activities of at least one SBAC committee/task force.
3. SBAC members are expected to present oral and/or written testimony to Council and in other public forums.
4. SBAC members are expected to participate in any formal report and recommendations to the City Council.

Article IV: Officers

A. The SBAC Chair

1. Nominated and elected by the SBAC every year.
2. A member of the business community, not professionally holding elected office.
3. Convener of all SBAC meetings and events.
4. Spokesperson for the SBAC unless otherwise designated.
5. Helps develop and approve SBAC meeting agenda.
6. Liaison to the City Council and the Small Business Advocate.
7. The term of the Chair is one year with a limit of two terms.

B. The SBAC Vice-Chair

1. Nominated and Elected by SBAC members on an annual basis.

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2. A member of the business community, not professionally holding elected office.
 3. Acts in the absence or as a designee of the SBAC Chair.
 4. The term of the Vice-Chair is one year with a limit of two terms.
- C. Elections
1. All future elections for SBAC Chair and Vice Chair will be held in March reflective of an April 1 to March 31 service year term.
- D. Succession Plan.
1. Because Chair and Vice-Chair positions require the election by the full SBAC, this plan will serve only as a guide for smooth transition.
 2. The Vice-Chair is expected to succeed the Chair upon completion by the Chair of his or her term. He or she will serve a one-year term.
 3. The Immediate Past Chair shall be an ex-officio member of the Executive Committee for one year following his/her chairmanship. No specific duties shall be assigned. The level of participation by the Immediate Past Chair is at his/her discretion. The Immediate Past Chair is encouraged to participate in all SBAC policy discussions. He or she shall have voting rights unless his or her Membership term expired during his / her Chair term.
 4. Chair and Vice Chair term limits will supersede the Membership term limits.

Article V: Committees

All Committees shall be established through a motion at a regular meeting and be so established according to need.

- A. Types of Committees
1. Standing Committees
 - a. Standing Committees shall be ongoing established groups that meet regularly.

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- b. Provides for organizational planning, coordination, communication and membership.
- c. Provides staff with short-term direction.
- d. Serves as a point of first contact for community members seeking to engage the SBAC.
- e. Representatives shall include the SBAC Chair, Vice-Chair, and standing committee and/or ad hoc committee chairs.
- f. Reports to SBAC members as determined appropriate by Chair and/or Vice Chair.

2. Adhoc Committees

- a. Established to meet short-term needs, specific issues, project or activities with the ability to dissolve as determined by the SBAC members.
- b. Established around specific issues, projects or activities as identified by SBAC members.
- c. Staffed by a staff member from the relevant public agency/department.
- d. Composed of no less than three self-appointed volunteers.
- e. Chair selected by SBAC committee members.
- f. Chair serves as member of the SBAC Executive Committee.
- g. Reports to SBAC on activities/proposals and must get majority approval on any proposals to proceed.

B. Description of Standing Committees

1. Executive Committee

- a. Responsible for setting the SBAC meeting agenda with approval of the Chair.
- b. Responsible for providing the forum for committees to do inter-committee work.

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- c. Responsible for resolving issues around ad hoc committee formation and responsibilities.
- d. Chaired by the SBAC Chair and composed of the Chairs of the Communications, Membership and Ad Hoc Committees.

2. Communications Committee

- a. Responsible for review and approval of meeting minutes/notes.
- b. Responsible for developing communication strategy for SBAC including information about SBAC activities and successes as well as disseminating information to the broader business community about policies, issues and resources.
- c. Responsible for providing a twice-yearly report to City Council and an annual presentation on SBAC activities consisting of one page status report that includes: accomplishments/recommendations, current items/issues under consideration and upcoming issues.
- d. Composed of no less than three self-appointed volunteers approved by the SBAC members.
- e. Chair selected by SBAC communications committee members.
- f. Chair serves as member of the SBAC Executive Committee.
- g. Reports to SBAC on activities/proposals and must get majority approval on any proposals to proceed.

2. Membership Committee

- a. Responsible for reviewing interested parties and making recommendations on membership based on the purpose, membership and participation standards outlined in sections II and III.
- b. Recruits members that could contribute to the SBAC goals and objectives.

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- c. Composed of no less than three self-appointed volunteers and approved by SBAC members.
- d. Chair selected by SBAC Membership Committee members.
- e. Chair serves as a member of the SBAC Executive Committee.
- f. Reports to SBAC on activities/proposals and must obtain majority approval on any proposals to proceed.

Article VI: Meetings

- A. Frequency
 - 1. The SBAC shall meet at least quarterly, and may meet more often.
 - 2. Additional meetings shall be called by the Executive Committee which shall provide for at least 14 days advance notice of such meetings.
- B. Meeting process shall follow general parliamentary procedures outlined below and as determined by the Executive Committee.
 - 1. Motions will be received by the Chair or Vice-Chair by any SBAC member. Motions must be seconded for further discussion. The following are common motions:
 - a. Call for Question: Discussion must stop and a voice vote must be taken on whether discussion will continue on particular subject matter.
 - b. Motion Under Discussion Be Tabled: Usually this is to refer an issue back to a committee/individual for further research or if time is an issue, postponed until the next meeting. Motion to table must be voted on by voice vote.
 - 2. Generally, all matters which are the responsibility of the standing committees must be presented to the committee first. At the chair's discretion, any motion not following this procedure may be tabled immediately and referred to the committee, although the SBAC may override the chair with a motion and decide to take on the committee's work if it so chooses.

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3. The agenda shall be agreed upon as the first order of business. No new items shall be added once the agenda has been approved.
- A. Meetings will be open to the public and must comply with Oregon Public Meetings Law.
 1. Non-SBAC members wanting to bring an issue before the SBAC must have the support of a SBAC member and be invited by the SBAC to present their issue before a SBAC Standing or Adhoc Committee and/or SBAC members.
 - B. Decisions shall be made by a majority voice vote, except as otherwise noted.
 - C. Meeting facilitation shall be conducted by the SBAC Chair, Vice-Chair, or designee if the SBAC Chair is not available to serve this function.
 - D. A majority of the voting members, more than 50% of appointed active private sector members who are physically present will constitute a quorum for the conduct of SBAC business. A majority vote consists of more than 50% of the appointed, active private sector members on the SBAC.
 - E. Each private sector SBAC member has one vote. No proxy votes are allowed.
 - F. Votes may be conducted by fax and/or email as determined by the Chair or Vice-Chair.
 - G. The minutes shall be kept of each SBAC meeting and approved by at least one of the three members of the Communications Committee prior to distribution, and shall note the members present, topics discussed and votes taken.

Article VII: Staff Liaison and Support

- A. The Small Business Advocate will staff the Board with staff assistance as necessary from other Commissioners and Bureaus.
- B. The Small Business Advocate will draft agendas for review and approval by Chair.
- C. The Small Business Advocate will take notes and submit to the SBAC Communications Committee for review and approval.

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- D. The Small Business Advocate distributes agendas and meeting notes to SBAC members.
- E. The Small Business Advocate will be the conduit of information between the SBAC Chair and members as well as with the TAC.
- F. The Small Business Advocate will respond to individual requests for information and coordinate with the TAC as necessary.

Article VIII: Ground Rules

- A. The City of Portland does not discriminate on the basis of race, religion, color, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income or veterans status.
- B. Members are free to speak openly and honestly.
- C. Members will extend to each other all the professional courtesies normally expected of one another, regardless of whether or not people are in agreement.
- D. The rules for introducing a vote or resolution, including those to go before Council, require formal motions by private sector SBAC members. All motions up for discussion and vote must be seconded by another voting member. Discussion of motion shall continue until a voting member requests a vote on proposed action.
- E. The SBAC notes are a matter of public record, available to anyone.

Article IX: Amendments

- A. These Guidelines may be amended, repealed or altered in whole or part by a majority of the SBAC at a regularly scheduled meeting.