



## Community Involvement Committee Executive Subcommittee Meeting Summary September 10, 2009

**Subcommittee Members Present:** Liz Gatti (via phone), Stanley Penkin, Rahul Rastogi, Howard Shapiro

**Absent:** Brian Heron, Ryan Schera

**Staff (BPS):** Deborah Stein, Marty Stockton

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### Charter

Deborah discussed that the goal of this meeting was to do follow up work on the Charter. Key components of the charter include a crisp statement of purpose and a working agreement on how the Committee will work together; specifically in the areas of attendance, clear set of expectations, and how to address disagreement/tension. Deborah brought several examples to pick and choose from and later emailed the subcommittee with these as attachments. The examples included the following: *East Portland Action Plan Committee Charter*, *East Portland Action Plan Advocacy Group*, *River Plan Committee Bylaws*, *Citywide Tree Policy Review and Regulatory Improvement Project – Project Stakeholder Discussion Group Draft Charter*, and the *Draft River Plan Task Group Charter*.

The group thought several of the examples were more general, but that the *River Plan Committee Bylaws* appeared much tighter and conforming to the purpose of the Committee. Deborah stated that sometimes bylaws go by the wayside, but when times are tough, bylaws provide clear and helpful guidelines. Several individuals felt that the River Plan was clear, formal, but allows for flexibility and should provide the group with a general outline. Stan offered to start drafting the CIC bylaws.

### Key Components of the Chapter

Howard led the conversation on the group's approach to specific content with the Chapter:

- Attendance.
- Limitations on any one member speaking on behalf of the Committee to the media or decision-makers. This will be the role of the Chair, Vice Chair, or role of the Executive Subcommittee as an alternate to the Chair/Vice Chair.
- Role of Executive Subcommittee is to set agenda, fill in for Chair, and act as the spokesperson to Planning Commission and City Council.
- Voting – provision of minority opinion.
- Quorum.

Regarding attendance, the group felt that committee members should notify someone of an absence, plus follow up on information missed, as needed. Deborah asked whether an alternate could come in proxy or replace someone later in the process. The group was uncomfortable with this per relationships within the Committee that were already established. Howard suggested, upon missing two consecutive Committee meetings, a review of the committee member status within the Executive Subcommittee may be warranted and allows for some flexibility.

Howard clarified that the CIC may communicate with staff and vice versa at any time, but all communication to the media must be through the Chair.

Liz brought up her concern of when doing research in the community, how does a committee member represent oneself? The group decided to use disclaimers. Rahul suggested a standard scripting, such as, "I'm on the Community Involvement Committee for the Portland Plan, but today I'm just gathering information." Liz volunteered to draft an appropriate script for the larger Committee.

On voting, Deborah gave the example of the Airport Futures Planning Advisory Group use of a cardboard with red, yellow, and green colors. The yellow color represents a request for more discussion on a topic. Liz gave the example of "Fist-to-Five", which has been used in her Parent Teacher Association, and offers a good temperature gauge on a particular subject. Howard said he would introduce the Fist-to-Five at the next Committee meeting. Rahul asked how common it is for situations to arise where a vote is needed. Deborah clarified that the CIC will be advising staff on workshops and public involvement. At times, staff will communicate what has been learned from the community and is ready with a proposal to go to the Planning Commission. This is when the CIC may make the recommendation that more outreach is necessary. Howard added that a vote may occur on drafting a statement/recommendation to the Planning Commission.

Regarding a quorum, two-thirds was discussed, which is 12 committee members of the 18 total. Additional agreements of the group was that a committee member must be present to vote and can attend meetings by phone. There was some discussion on level of attendance in relation to being in good standing to vote. The Executive Subcommittee was still unclear about frequency of Committee meetings and whether attendance of subcommittees should be included in bylaws/charter. Most felt that all subcommittees' meeting format should be more informal and flexible with at least the majority of members of each particular subcommittee present.

Deborah recommended building in a review date of the bylaws/charter within the draft Bylaws.

### **Next Step(s)**

- Review draft Bylaws and submit comments to Stan Penkin via email no later than Friday, September 25.
- Meet as full committee on Wednesday, October 14, 8:30-10:30 a.m., Rm. 7A (7<sup>th</sup> Floor, 1900 Bldg.)
- Meet as subcommittee TBA.

### **Attachments**

The following documents should be considered part of the summary for this meeting:

- *East Portland Action Plan Committee Charter,*
- *East Portland Action Plan Advocacy Group,*
- *River Plan Committee Bylaws,*
- *Citywide Tree Policy Review and Regulatory Improvement Project – Project Stakeholder Discussion Group Draft Charter,* and
- *Draft River Plan Task Group Charter.*

Fist-to-Five links:

<http://www.freechild.org/Firestarter/Fist2Five.htm>

[http://leadinganswers.typepad.com/leading\\_answers/2007/02/team\\_decision\\_m.html](http://leadinganswers.typepad.com/leading_answers/2007/02/team_decision_m.html)