

Agenda Item 2

July 6, 2015

MOTION

That the SEUL Board rescind its June 1, 2015 approval of the SE Uplift Land Use and Transportation Committee Guidelines; that the document be returned to the SE Uplift Land Use Guidelines Committee for consideration and repair for submission to the SE Uplift Board.

Moshe Lenske Woodstock

SE Uplift Land Use and
Transportation Committee
Guidelines

Adopted by SE Uplift Board on June 1, 2015

This document is meant guide the work of SE Uplift's Land Use and Transportation Committee (LUTC) and staff. It is to be used for training and setting forth policies that guide the work of the committee and the staff supporting it. For information on SE Uplift's advocacy processes, including how to bring issues of interest to the SE Uplift Board of Directors (Board), visit: <http://www.seuplift.org/advocacy/>

1. Committee Purposes

- A. Create a forum for community members and neighborhood associations to convene, research, and advocate on land use and transportation issues within the Coalition boundaries.
- B. Develop and offer issue-specific expertise to inform actions taken by the Board.
- C. Provide an avenue for information sharing, building connections and leadership skill development of volunteers within and across neighborhood associations.
- D. Facilitate issue-specific ad hoc workgroups designated by the Board.
- E. Draw people into the neighborhood system based on issue-specific concerns and keep them involved.
- F. Embody a civic engagement structure that reflects SE Uplift and Office of Neighborhood Involvement (ONI) principles and standards.
- G. This committee may be granted Executive Authority to address time-sensitive issues by the SE Uplift Board or its Executive Committee.

2. Committee Scope

- A. Outside of instances when the committee is exercising executive authority, its scope is primarily to act as an advisory body to the Board. The committee researches, discusses and brings forward recommendations to the Board in response to actions from external authorities including Portland Bureau of Development Services, Bureau of Planning and Sustainability, Metro, Multnomah County, Trimet, Oregon Department of Transportation & Oregon Liquor Control Commission in

regards to land use and transportation planning. In its advisory role, this committee will work to bring well-researched and persuasive recommendations detailing the pros and cons of an issue forward for board deliberation and action.

3. Executive Authority

A. The Board reserves the right to overturn any decision of LUTC.

B. LUTC will serve primarily to bring timely recommendations for action to the full Board.

C. A minimum of two Board Directors must be members of the committee and present at the meeting in order for the committee to exercise executive authority.

D. A committee quorum requires at least 11 voting members present.

E. If quorum is met and 70% of the voting members approve an action, it will be considered to have executive authority.

F. In the absence of a quorum and/or a majority vote of less than 70% approves an action, the vote will be considered advisory and must be ratified by the Board before any action is taken.

G. If the committee approves an action that would require the use of SE Uplift funds, the action must also be approved by the Executive Committee before it can be taken and/or funds spent.

4. Committee Membership

A. Eligibility: Each Neighborhood Association within the coalition will be allowed one voting member on the committee.

B. Member Confirmation from Neighborhood Associations: Prior to being seated on the committee, the Neighborhood Association must designate its voting member in writing to staff and a majority vote of the committee must approve sitting the member.

C. Co-chair Representation: The co-chairs are considered the voting representative from their respective Neighborhood Associations.

D. Term: The term for committee membership is one year (July 1-June 30). The term for committee members seated at any point of the year will expire in June.

E. Removal: Any committee member may be removed from serving on the committee for any reason. A request for removal shall be presented in writing to the committee for discussion and review. With a two-thirds vote, the committee may vote to remove a committee member pending review by the Executive Committee. The Executive Committee will either vote to retain the land use and transportation committee member or remove the member from the committee.

F. Training: Committee members will receive information from staff regarding the duties of Board prior to participation so that they understand the larger context in which they have been asked to serve.

5. Committee Meetings

A. Regular Meetings: The committee should meet on a regular, monthly basis. Exceptions may apply; the decision to forego a monthly meeting must be based on committee member and staff consensus.

B. Special and Emergency Meetings: The committee can hold special meetings that do not fall on the regularly scheduled meeting dates. In such instances, the ONI standards for special and emergency meetings must be adhered to and the Board notified.

C. Quorum and Voting: In cases where the committee is not exercising executive authority, quorum shall be a majority of neighborhood association authorized representatives. A majority vote will carry the motion.

D. Records: Committee agendas and minutes are to be posted on the SE Uplift website's committee page and distributed to committee members by staff.

E. Participation: All committee meetings are open to the public, and shall be scheduled at a time and place which maximize community and member participation.

F. Agenda Development: Committee members and community members are strongly encouraged to submit any proposed action items to committee staff no less than one (1) week in advance of a committee meeting, in order to expedite committee review and discussion. Committee co-chairs and staff will work collaboratively to develop meeting agendas.

G. Meeting Notice: Staff is responsible for providing the public with notice and a draft agenda for a given meeting at least 7 days prior to a meeting. Effort must be made to invite and include all stakeholders in a discussion before a committee votes to take an action.

H. Meeting Facilitation: At least one of the committee's co-chairs must be present at all meetings.

I. Notification of Recommendations, Decisions and Minority Opinions: All committee recommendations and decisions for public position statements must be documented in the committee's meeting minutes and presented in a timely manner to the Board. When applicable, a summary of the minority position(s) must be included in the minutes and in communication to the Board.

6. **Committee Chairs**

A. Number: The committee must have co-chairs. One of the co-chairs is to be appointed by the Board. The other co-chair is to be elected by the committee.

B. Term: The regular term for committee co-chairs is one (1) year from July 1 – June 30. If a chair is elected or appointed mid-year, their term will expire in June.

C. Elections: Elections/Re-elections of the co-chairs will be held at the committee's June meeting.

D. Vacancies: If a co-chair position is vacated mid-year, staff will alert committee members and the Board of a position opening and will announce the time and place of the upcoming election. If a committee cannot fill a vacated co-chair position from within the committee membership, the SE Uplift Board President may appoint an individual to fill the co-chair role.

F. Removal: A co-chair may only be removed from the position by a vote of the Board.

G. Responsibilities: Committee co-chairs are primarily responsible for:

- i. Working with staff to develop monthly committee meeting agendas based on input and interests of committee members, requests from public agency and organizational guest speakers, and input from Board.
- ii. Facilitating monthly committee meetings with staff support as appropriate.

- iii. Working with staff to develop facilitation strategies that encourage public input and make meetings accessible; and
- iv. Reporting (or delegating to other committee members the reporting of) committee plans, activities and action items at the monthly Board meeting.

7. Staff Roles

- A. Help committee members identify intersecting topics of interest that impact SE Uplift's 20 neighborhoods as well as the City/Region for exploration and advocacy.
- B. Agenda setting with committee Co-Chairs.
- C. Meeting preparation, including speaker recruitment, meeting notices and outreach.
- D. In-meeting support, including set-up, taking minutes and facilitation as needed.
- E. Assist committee members in drafting issue letters and statements as appropriate.
- F. Regularly track position letters that have been sent to officials or departments. See that the letters go to the Board, out to the recipients and then track and share any response.
- G. Assist subcommittee and working groups.
- H. Provide support and coordination for committee and subcommittee projects such as public workshops and forums.
- I. Conduct research on topics as prompted by committee discussions.
- J. Recruitment of new committee members as appropriate.
- K. Allocate time and resources within the scope of staff's job descriptions. Any disagreement between staff and committee members over use of staff time must be addressed to SE Uplift's Executive Director.

8. Ad-hoc Workgroups

- A. Both the Board and the committee may recommend ad-hoc workgroups be established to accomplish specific tasks within a specific time period.

B. Ad-hoc workgroups are expected to adhere to committee guidelines, in an effort to promote openness, transparency and accessibility, while recognizing the need for flexibility in regards to the time-sensitive nature of the task at hand.

C. Ad-hoc workgroups will coordinate with staff on meeting coordination, location and notification. At a minimum, ad-hoc workgroups will inform staff of the time, date and location of a meeting so that the relevant information can be shared with the public in a timely manner.

ONI Standards Final - 10/24/2005 - bolding added by Jeff Cole

5. Liaison to District Coalition Board

To have a voice in setting goals and priorities for a District Coalition and in determining the allocation of the District Coalition's resources, a Neighborhood Association must participate as a member of its District Coalition board. **Each Neighborhood Association that elects to participate should have a written procedure for selecting a delegate(s) to the District Coalition board.**

From Sunnyside Neighborhood Association Bylaws - bolding added by Jeff Cole

Section 3 Election of Board Members/Terms of Office:

SNA has nine Board positions. Terms of office are staggered; four positions are elected in odd number years and five positions are elected on even number years. Terms shall commence on the first day of June and shall end on the last day of May of the second year. Board members are elected to 2 year terms at the May general meeting. Positions 1-5 are elected on even years and 6-9 on odd years.

Section 4 Installation of Board:

Newly elected Board members shall meet at the June Board meeting and, by majority vote, as defined in Article V, Section 10 (Quorum), elect the Executive Board: President, Vice- President, Secretary, and Treasurer. The remaining board members shall be members at-large. **The Board will also appoint all other official delegates from the general membership and/or board.**

Section 8A. Board Officer Duties:

President: The President or his/her designate shall preside at all Board and membership meetings and shall ensure adequate orderly discussion; provide leadership in accomplishing SNA goals; guide the Board in fulfilling its stated roles; invest the Board's time wisely; supervise the direction of the standing committees; **serve as official spokesperson and represent SNA to the public in all communications**, develop the leadership potential of Board members; **enhance the association's image in the community**; and perform other duties such as requested.

Article VII Delegates

Section 1 Delegate Responsibility:

Delegate positions may be filled by any member of SNA, including but not limited to the members of the Board of Directors. An alternate shall be designated for each position to serve when the delegate is unable to attend. It is the responsibility of each representative to contact their alternate as a replacement when unable to attend a meeting. It will be the responsibility of each of the Board delegates to report back to the general membership, the Board or appropriate committee on pertinent matters which may arise on the various councils and committees. **Official delegates and designated alternatives to any committee, event or function are appointed by the President and confirmed by the Board. Such positions may include delegates to the SEUL Board, SEUL Land-Use and Transportation Committee, Inner SE Plan, etc.**

Section 9

The Board shall meet monthly. The board shall meet and a time and place announced at membership meeting and/or by the newsletter. Except as provided by open meetings laws of the State of Oregon, all Board meetings shall be open to the membership and the public. **The President may call special meetings and emergency meetings as required. The President must follow open meetings laws regarding notification of the Board and the public. Public notices will be posted in a public place.**

From unapproved minutes for SNA General/Board June 11 meeting :

"Delegated and Committee Chairs: President Tony Jordan appoints these positions"

From SE Uplift Bylaws (bold added by Jeff Cole)

Section 2. Election

The Board of Directors shall select directors for open positions from those whose names have been presented to it. **The Board's decisions are final.**

Section 3. Duties

Each director shall endeavor to promote the objectives of Southeast Uplift to the best of his/her ability.

Section 4. Terms of Office

Term of office for each Director shall be for two years. Directors shall be elected on alternate years according to the published schedule.

Section 7. Filling Vacancies

If any Director is removed, unable to serve or resigns, the President shall notify the represented association or organization of the vacancy within ten (10) days of the time the vacancy occurs and request nomination(s) to fill the vacancy. The Board may elect another director to finish the term at **any subsequent meeting.**



DIRECTOR NOMINATION
SE Uplift Neighborhood Coalition Board of Directors

Sunnyside Neighborhood Association is pleased to present
(Neighborhood or Business Association or Organization)

Jeff Cole and requests that s/he be
(Name)

officially recognized as the SE Uplift Director for our association. This decision was reached according to the operating rules of our organization on 6/12/2014.
(Date)

The term of office for our representative begins 6 / 2014 and
(Month) (Year)

continues through 6 / 2016 (terms are typically 2 years).
(Month) (Year)

[Signature]
(Chair/ President Signature)

7/1/2014
(Date)

Quotation from Cynthia Cumfer's July 3, 2015 Letter to Anne Dufay.

"Southeast Uplift is required by state law to follow its bylaws. Funder requirements do not overrule bylaws. The bylaws provide that the board elects its own directors and that a director can only be removed by a vote of 2/3 of the directors in office after the notice required in Article V, Section 6. "

July 1, 2015

Mayor Charlie Hales
Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Dan Saltzman
Commissioner Steve Novick

Testimony: Disposition of City Real Property Policy
Bonny McKnight

The Disposition of City Real Property Disposal policy proposal you are considering today is an excellent concept and has many well thought out features. I believe it needs a few changes or clarifications in order to avoid some potential problems.

1. Limit the policy to the sale of public property to public agencies only.

Tighten the definition of who may buy the property to be public entities only since that will trigger some sort of process to defend the property use as being in the public interest.

Opening this property to the private sector introduces a number of land use impacts that will have no need to identify or even respond to any public good. This is publicly owned land and that obligation should not be ignored when sale takes place.

2. Require the prospective buyer to define the projected use of the property.

A proposed use for the land should be identified before a final transfer decision is made. Some of this land is within neighborhoods or adjacent to schools and the use of the land can have negative impacts that will be costly, both politically and in terms of money, to resolve.

3. Establish a mandatory comment for Neighborhood Associations of policy actions.

While review and comment periods for the policy are lengthened to a reasonable time for Neighborhood Associations their input has no special role. Provide them the same comment requirements used for bureau input. This will provide more complete information for disposition decisions by Council.

4. Redefine "affordable housing" for the purposes of this policy.

If the proposed sale of property is to a non-profit wishing to build affordable housing the definition of "affordable" should be redefined as 30% of median income or less. The current definition of "affordable" currently used is 80% of median income. That would qualify homes built for an individual earning \$41,200 annually or two people earning \$58,800 annually. That is completely out of proportion with the wage levels of most city residents and does not supply truly affordable housing that justifies the sale of public land.

Thank you for working to bring the sale of public land owned by the city into a more transparent and accountable process.

Bonny McKnight
Coordinator, Citywide Land Use Group (speaking for myself)
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