



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

May 09, 2023 at 6:00 PM

Wilsonville City Hall & <https://us02web.zoom.us/j/83159324538>

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## AMENDED AGENDA

### PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/83159324538>

### TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Zoe Mombert:

[Mombert@ci.wilsonville.or.us](mailto:Mombert@ci.wilsonville.or.us) or 503-570-1503

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Zoe Mombert - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

## CALL TO ORDER

1. Roll Call
2. Community Comment

## CONSENT AGENDA

3. [DEI Committee Minutes - April 11, 2023](#)
4. [DEI Committee Minutes - March 14, 2023](#)
5. [DEI Juneteenth Subcommittee Minutes - April 6, 2023](#)

## COMMITTEE DISCUSSION & RECOMMENDATION

6. [Committee Goals Review & Plan for FY 23-24](#)
7. Juneteenth
8. Lecture Series
9. Commemorative Flag Request - Pride Flag
10. [Committee Charter and Attendance](#)

11. Administrative Business

**ADJOURN**

**NEXT MEETING**

Tuesday, June 13, 2023 6:00 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Zoe Mombert, Assistant to the City Manager at 503-570-1503 or [Mombert@ci.wilsonville.or.us](mailto:Mombert@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1503.*





# DIVERSITY, EQUITY AND INCLUSION COMMITTEE MINUTES

April 11, 2023, at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

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## CALL TO ORDER

1. Meeting was called to order at 6:01 pm.

**In Attendance:**

Karla Brashear  
Jay Edwards  
Imran Haider  
Diane Imel  
George Luo  
Aasha Patel  
Fay Gyapong-Porter (virtually, partial)  
Sudeep Taksali (virtually, partial)

**Staff:**

Bill Evans  
Kim Rybold  
Dan Pauly

**Absent:**

Luis Gonzalez  
Tracy Hester  
Santiago Landazuri  
Joni McNeill  
Erika Pham

2. **Community Comment** – No comments

## CONSENT AGENDA

3. **March 14, 2023 Minutes** – While a motion was made (Jay) and seconded (Karla), staff was unable to get an audible YES vote from either virtual attendee. Without the necessary votes for a quorum, the March 14, 2023, minutes were not approved.

## COMMITTEE DISCUSSION

4. **Housing Capacity Analysis / Housing Production Strategy – Community Engagement Strategies**  
(Kim Rybold, Planning Manager)

Planning staff explained that the project is a State requirement to identify housing needs in Oregon communities. Consultants shared a project summary and sought the Committee's feedback on strategies to maximize the project's public outreach locally.

Staff and Committee discussed strategies that included advisory committees, interviews, events and the establishment of a 'community ambassador' program to share information about desired.

Committee discussion centered on helping homeowners get started with 'Housing 101' classes, social media and other strategies to help people better understand how to enter housing market.

#### 7. Juneteenth Subcommittee Update

- Staff reiterated that pledged event budget is \$7000; waiting on one check.
- Committee reviewed promotional materials and provided guidance to staff.
- Sub-Committee Chair Edwards announced the confirmation of keynote speaker Pamela Slaughter, Exec. Director of Portland-based People of Color Outdoors.
- Staff sought committee member to follow up with two possible sponsors; Karla Brashear agreed to help
- Staff sought date for next subcommittee meeting.

#### 8. Lecture Series Subcommittee Update

- Chair Haider sought committee support for 4/27 and 5/4 events
- Subcommittee members gave staff approval to seek snacks for 5/4 event
- Staff shared that Columbia Distributing has agreed to donate beverages to three lecture series events.

#### ADMINISTRATIVE BUSINESS

- Staff provided an update on the status of the Overnight Camping Code Revision Project, which is scheduled for May adoption by the City Council.
- Staff engaged in discussion with members Luo and Patel about contributing DEI-related social media content for the City to post, raising community awareness.
- Chair Haider encouraged committee to begin thinking about 'what's next?' after Speaker Series and Juneteenth Event have passed.

**ADJOURN** – Meeting adjourned at 7:03 pm

#### NEXT MEETING

May 9, 2023 at 6:00 PM



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE MINUTES

March 14, 2023, at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

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## CALL TO ORDER

1. Meeting was called to order at 6:01 pm.

### In Attendance:

Karla Brashear  
Jay Edwards  
Imran Haider  
Diane Imel  
George Luo  
Aasha Patel  
Erika Pham  
Fay Gyapong-Porter (after vote)  
Sudeep Taksali (virtually, after vote)

### Staff:

Miranda Bateschell  
Bill Evans  
Amanda Guile-Hinman  
Georgia McAlister

### Absent:

Luis Gonzalez  
Tracy Hester  
Santiago Landazuri  
Joni McNeill

2. **Community Comment** – No comments

## CONSENT AGENDA

3. **January 10, 2023 Minutes** – Erika Pham made a motion to approve the January 10, 2023 DEI Committee Minutes. Diane Imel seconded the motion. Motioned passed with unanimous (7-0) consent.

## COMMITTEE DISCUSSION

4. **Providing Meaningful Public Input** - Miranda Bateschell & Georgia McAlister, Planning, provided insight from a recent program to support the development of meaningful public input from community members.

Presenters defined the elements of meaningful input that informs the City’s Community Development projects. Those elements include specificity, constructive feedback, actionable feedback, and that which comes from a representative cross-section of residents.

The conversation drew the distinction between long-range planning (Town Center Plan, Frog Pond East & South Master Plan, etc.) and current planning (sub-divisions, new businesses), and how/where to engage with City projects (at Open House events, direct engagement with staff members, Development Review Board, etc.)

The development of the Town Center Plan was cited as a project where meaningful public input greatly influenced the final plan (community desire for ped bridge, for connected gathering places, etc.)

**5. Introduction of Wilsonville Police Department Behavioral Health Unit's Mental Health Clinician -**  
Presentation by Police Chief Robert Wurpes & Brenda Evans, Behavioral Health Unit Clinician

Chief Wurpes discussed Wilsonville's history as a community that supported mental health initiatives, citing history of Dammasch and dedicated housing.

Brenda Evans discussed her personal background, which includes 10 years of crisis intervention with survivors of sexual and domestic assault. She discussed the parameters of her role, including the support she is provided by Clackamas County's Behavioral Health Unit and early work to establish a local network, and to provide follow-up support for community members previously in crisis.

She fielded questions from the committee specific to responding to people in meth-induced crises and those unable to communicate, indicating that her response is determined on a case-by-case basis. She indicated a willingness to locate additional information for the committee relevant to this topic.

**6. Prohibited Camping Outreach** - Amanda Guile-Hinman, City Attorney, provided an update on the City's project to review and revise City Code that pertains to the prohibition of camping.

- State Compliance is Required by July 1
- Draft Code is nearly complete; to be presented to Council on 3/20
- Revisions informed by public survey, and direct outreach to Wilsonville Community Sharing and houseless populations
- Code includes "time, place and manner" restrictions on camping
- Estimates of current houseless population in Wilsonville is 12-15 people

The City Attorney presented maps that delineate three sites that could accommodate tent and/or car camping (City Hall, Community Center, Library). The City Hall site includes an undeveloped site on the opposite side of Courtside Dr., which is likely the preferred site for implementation. Other sites could be added if/when necessary to scale up to accommodate additional individuals.

Chair Haider suggested that maps should be contextualized for public to understand that they represent numbers that *could be* accommodated at each site; i.e. they do not represent the current population of people experiencing homelessness.

The City Attorney discussed Clackamas County's investment in addressing homelessness, including the purchase of a Clackamas motel, participation in "Built for Zero" program to measurably end homelessness, and intake training to be provided to County/City employees to help connect homeless individuals to social services.

Committee was referred by staff to watch 3/20 work session (5 pm) for discussion of draft code with City Council.

#### 7. Juneteenth Subcommittee Update

- Staff announced that current event budget is \$7000, pledged from local businesses.
- An event logo is still being developed by Staff and graphic arts consultant.
- Sub-Committee Chair Edwards re-affirmed the desire to seek a keynote speaker to discuss getting BIPOC communities more engaged with nature.
  - Initial target was determined by sub-committee chair to be outside of budgetary range.
  - New target is Pamela Slaughter, Exec. Director of Portland-based People of Color Outdoors, with whom conversation is now taking place.
- Staff stressed the importance of convening regular sub-committee meetings every 2-3 weeks to complete work to secure food, drink, giveaways, community participants for the event.

#### 8. Lecture Series Subcommittee Update

- Chair Haider and Staff reviewed first event, held in March before an audience of 35 people. Very-well received by the audience.
- Chair Haider shared the desire of Councilor Dunwell (expressed at 3/6 CC meeting) that the committee consider future events relevant to additional populations (Hispanic, indigenous people).
- Staff shared details of an e-mail from Mayor Fitzgerald, with whom a community member had spoken about presenting in the future.
- Chair Haider sought youth outreach ideas from student committee members Patel & Luo
- Committee Support (attendance and/or promotion) was sought for next two events, on 4/27 and 5/4

#### 9. Letter of Support for Memorial Park Restroom Upgrade

Staff shared an email from Parks & Recreation Maintenance Supervisor Dustin Schull, who is seeking a letter of recommendation in support of a project to secure an Oregon State Parks grant to fund the construction of new restroom facilities at Memorial Park. The new facilities, which would replace 33-year-old facilities, would include two individual user, non-gender-specific, and fully ADA complaint restrooms. Member Pham agreed to author the letter before the March 30 deadline.

#### ADMINISTRATIVE BUSINESS

- Chair Haider and staff provided a review of the West Linn-Wilsonville School District's Equity Summit, which included a session led by Chair Haider, and attendance of members Luo and Taksali.
- Staff reminded members of the 4/25 Volunteer Appreciation Event and distributed T-shirts to members.

**ADJOURN** – Meeting adjourned at 8:20 pm

**NEXT MEETING**

April 11, 2023 at 6:00 PM



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE - JUNETEENTH SUBCOMMITTEE MINUTES

April 06, 2023 at 6:30 PM

## CALL TO ORDER

Meeting was called to order by Subcommittee Chair, Jay Edwards, at 6:40 p.m.

### 1. Roll Call

**Present:**

Karla Brashear  
Jay Edwards  
Fay Gyapong-Porter  
Tre Hester (after vote)

**Absent:**

Luis Gonzalez

**Staff:**

Bill Evans

## COMMITTEE & STAFF UPDATES

- 2. **Logo & Branding** - Staff detailed unsuccessful attempts to locate a designer to complete event branding. Instead, committee agreed to use the look/feel produced for Face the Date graphic that was posted on Facebook in March.
- 3. **Sponsor Commitments** - Staff indicated that the current funding remains at \$2,000 (\$1,000 each from Oregon Tech and Hilton Garden Inn). Finance still awaiting an additional \$5,000 that has been pledged by Swire Coca-Cola to serve as the event’s Platinum Sponsor.

A few additional conversations have taken place. Karla Brashear volunteered to follow up with Columbia Distributing and Café Yumm! Staff to send contact information.

- 4. **Keynote Speaker** - Jay confirmed the interest and availability of Pamela Slaughter to provide the event keynote. Ms. Slaughter is the Executive Director of People of Color Outdoors.

Motion was made by Karla Brashear to invite Pamela Slaughter as our keynote speaker. Jay Edwards seconded the motion. Motion was passed with a unanimous (3-0) consent.

- 5. **Additional Speakers / Event Host** – no additional comments.
- 6. **Food / Catering** - At the recommendation of Erika Pham, staff made contact with Melinda Sandifer, who operates Miss’ipi Chef Catering. She expressed interest in catering the event, and shared a sample menu. Staff will forward menu to members to begin considering options.
- 7. **Giveways** - If funding is available, committee seeks to once again provide educational giveaways, which could include books. Karla Brashear sought the inclusion of children books, which the committee quickly reached agreement on.

8. **Activities** - Committee requested that Parks & Recreation Department toys (Giant Jenga, etc.) be made available for this event. Staff to query Parks & Recreation staff about availability.

**Music** - Deejay Bryson Wallace has verbally committed. Awaiting formal agreement on terms and needs.

9. **Participating Groups / Tables** - Jay Edwards confirmed the interest of the Wilsonville High School Black Student Union to once again participate in the event. Staff suggested a query to see if other student groups may be interested.

Discussion was had about the Library, and other past participants, who might want to have a presence.

**ADJOURN** – Meeting adjourned at 7:20 p.m.

**Next Meeting** – TBD. Staff to query subcommittee about availability.



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE STRATEGIC PLAN

Resolution No. 2979, adopted July 18, 2022  
CITY OF WILSONVILLE Diversity, Equity and Inclusion Committee

The Diversity, Equity and Inclusion (DEI) Committee was established at the direction of the Wilsonville City Council in January 2021. On May 3, 2021, the Council passed Resolution 2893, adopting the charter & bylaws. On May 17, 13 community members were appointed, including:

- Imran Haider (Chair)
- Jay Edwards (Vice Chair)
- Malak El Manhawym
- Luis Gonzalez
- Tracy Hester
- Diane Imel
- Santiago Landazuri
- Camryn Lau
- Joni McNeil
- Erika Pham
- Fay Gyapong-Porter
- Rudyane Rivera-Lindstrom
- Sudeep Taksali

The Committee is establishing the City's DEI Strategy, and working to identify and address that which excludes or marginalizes anyone on any basis, including and not limited to their age, gender, race, culture, sexual orientation, religion or abilities. Initially, the Committee's work is being guided by de la Cruz, who has worked extensively with several local municipalities to identify structural barriers and yield more inclusive cities.

Committee members serve as a direct liaison between the community and City Hall, amplifying the voices and addressing the needs of people traditionally under-represented or excluded in government.

A DEI Committee was a recommendation made by the community at a listening session with the City Council in December 2020. As the Committee establishes the City's DEI Strategy, it may seek to address additional recommendations brought forth at the listening session. These include:

- Increased Representation, Diversity on City Committees
- Consistent City communication to brand Wilsonville as an inclusive community
- More Inclusive Cultural Events, Celebrations & Holiday Recognitions
- Education to the Broader Community (how to address bias, micro-aggressions, etc.)
- Opportunities for DEI Advocates to Network and Work More Efficiently Together

On December 14, 2021, the DEI Committee established their Mission and Vision. Chair Haider presented the Mission and Vision to the City Council on December 20, 2021.

### Mission

The Diversity, Equity and Inclusion Committee serves to connect Wilsonville to the diverse perspectives and lived experiences of its people. We advocate for equitable access and opportunity for every community member. We identify barriers to participation and inclusion, and pursue programs, policies, partnerships and ideas that remove those barriers.

### Vision

The Wilsonville Diversity, Equity and Inclusion Committee is a beacon of connectivity, empowered to take thoughtful action to ensure sustained community collaboration to foster a climate of inclusion and belonging for all residents in and visitors to Wilsonville.

The DEI Committee developed their strategic plan during the first half of 2022. They gathered community input from online surveys and at three focus groups during April and May 2022 with the assistance of consultant Bill de la Cruz.

## Objective 1: Community Engagement

Creating a voice for underrepresented people in Wilsonville & effectively engaging the community

Assumptions:

- Including student voices is important
- Exhibiting transparency in the gathering and sharing of information
- Listening and developing priorities from the information we gather
- Connecting with local businesses and collaborating with the Chamber of Commerce

Strategic Actions:

- *Lecture series: Develop community conversations on DEI-related topics (i.e. racism, sexism, ageism, classism, heterosexism, access, prejudice, discrimination, bias, naming etc.); address topics with sensitivity, conviction, and compassion. Collaborate with City boards and commissions, community, school district, other cities.*
- *Juneteenth as a springboard to develop new multi-cultural events. Collaborate with Juneteenth Subcommittee, community.*
- *Identify and compile best practices among City departments; develop consistency.*
- *Provide recommendations on meeting and event accessibility, as well as ADA enforcement*
- *Develop partnerships, collaboration with businesses*

Outcomes: Provide events, educational opportunities and recommendations for community members and city departments.

## Objective 2: Communications & Education

Increase social media impact by using best practices already occurring within the city of Wilsonville and sharing community voices.

Assumption:

- Increase social media impact by using best practices already occurring within the City of Wilsonville.
- Actions speak louder than words. Actions should lead, and consistent communication is necessary to support the action.
- More Spanish-translated content is necessary
- DEI network can be expanded to include more people committed to supporting the work.
- Advertising should be inclusive.

*Strategic Actions:*

- *Provide recommendations for producing bilingual materials*
- *Engage youth to provide regular social media content (to share on City platforms)*
- *Highlight, share perspectives of community members to tie in with monthly themes. Interviews, columns (Boones Ferry Messenger)*
- *Highlight, advocate for businesses owned by marginalized people. Share their stories.*

Outcomes: People feel heard, Committee makes new connections, engages followers on social media.

### **Objective 3: Inclusive Cultural Events, Celebrations and Holiday Recognitions**

Increase inclusive community events.

*Strategic Actions:*

- *Develop a cultural calendar (highlight events, holidays, etc.)*
- *Visual representation (flags, symbols, holiday decor on City property)*
- *Work with other cities/school district to elevate, promote, support or partner in the development of cultural events (Pride, Dia de los Muertos, etc.)*
- *Collaborate with City departments (Library, Parks, etc.) and boards (Arts, Culture & Heritage, Kitakata Sister City Board, Tourism, etc.)*
- *Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members.*
- *Acknowledge and recognize our multicultural heritage including; Kalapuya Natives, German and Greek settlers and Chinese laborers.*

Outcomes: Inclusive representation and community events.

# Diversity, Equity and Inclusion Committee Strategic Plan Actions

Prioritization adopted by the DEI committee on August 9, 2022

## Priority Level 1

- Objective 1 *Lecture series: Develop community conversations on DEI-related topics (i.e. racism, sexism, ageism, classism, heterosexism, access, prejudice, discrimination, bias, naming etc.); address topics with sensitivity, conviction, and compassion. Collaborate with City boards and commissions, community, school district, other cities.*
- Objective 3 *Develop a cultural calendar (highlight events, holidays, etc.)*
- Objective 3 *Work with other cities/school district to elevate, promote, support or partner in the development of cultural events (Pride, Dia de los Muertos, etc.)*

## Priority Level 2

- Objective 1 *Provide recommendations on meeting and event accessibility, as well as ADA enforcement*
- Objective 2 *Engage youth to provide regular social media content (to share on City platforms)*
- Objective 3 *Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members.*

## Priority Level 3

- Objective 1 *Juneteenth as a springboard to develop new multi-cultural events. Collaborate with Juneteenth Subcommittee, community.*
- Objective 1 *Identify and compile best practices among City departments; develop consistency.*
- Objective 1 *Develop partnerships, collaboration with businesses*
- Objective 2 *Provide recommendations for producing bilingual materials*
- Objective 2 *Highlight, share perspectives of community members to tie in with monthly themes. Interviews, columns (Boones Ferry Messenger)*
- Objective 2 *Highlight, advocate for businesses owned by marginalized people. Share their stories.*
- Objective 3 *Visual representation (flags, symbols, holiday decor on City property)*
- Objective 3 *Collaborate with City departments (Library, Parks, etc.) and boards (Arts, Culture & Heritage, Kitakata Sister City Board, Tourism, etc.)*
- Objective 3 *Acknowledge and recognize our multicultural heritage including; Kalapuya Natives, German and Greek settlers and Chinese laborers.*

# City of Wilsonville Diversity, Equity and Inclusion Committee Charter

April 2021

The Diversity, Equity and Inclusion Committee is hereby created as a deliberative and recommending body of the City Manager's Office, subject to the following:

**Section 1. Name of Committee:** Diversity, Equity and Inclusion Committee ("Committee").

**Section 2. Purpose:** To create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion by:

A. Advising the Wilsonville City Council ("Council") on policy decisions related to diversity, equitable outcomes, and inclusion;

B. Making recommendations to the Council on public engagement strategies and methods by which all Wilsonville residents have the opportunity to better participate in the decision-making process;

C. Advising the City on culturally responsive service delivery, programming, and communication strategies;

D. Creating, updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;

E. Identifying local community leaders and building more leadership capacity in Wilsonville's diverse communities.

**Section 3. Appointment:** The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

**Section 4. Membership:**

A. *Number of Members.* The Diversity, Equity and Inclusion Committee shall be composed of eleven (11) to thirteen (13) members.

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The

Council can appoint a member or members to the Diversity, Equity and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the Committee.

*C. Appointments.* The Council will appoint the committee members. The Council will strive to appoint members to the Diversity, Equity and Inclusion Committee who bring their lived experiences regardless of their immutable traits including but not limited to race, ethnicity, LGBTQ+, gender, socio-economic status/history, differently abled, age amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in Wilsonville.

*D. Terms.* Except as otherwise provided below, Committee Terms are for three years, commencing with January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity and Inclusion Committee after a one-year hiatus from the Committee.

*E. Removal.* A Committee member may be removed by the Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. Committee members may, by motion, request that a member be removed by the Council.

*F. Youth Members.* The Council will appoint up to two (2) Wilsonville-area high school student(s) to serve up to (2) two one (1) year term on the Committee. The youth member(s) will be a voting member(s).

**Section 5. Term of Voting-Member Appointments:** To begin, members will be appointed for staggered three-year terms based on the fiscal year, scheduled so that four (4) or five (5) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of any term. Terms of appointment for less than three (3) years shall not count towards the maximum time of service, including partial term appointments to fill vacancies and the initial appointment of Positions 1 – 9.

At the outset of the Committee, voting positions will be staggered as follows: five (5) positions are one-year or slightly less in duration and four (4) positions are a two-year duration or slightly

less in duration, and four (4) positions are full three-year appointments or slightly less in duration; assuming appointment by June 1, 2021:

Position #1 – 1-year term: 6/1/21 – 12/31/22 next term: 1/1/22-12/31/25

Position #2 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #3 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #4 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #5 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #6 – 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #7– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #8– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #9– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #10 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #11 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #12 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #13 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

**Section 6. Organization:** At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.

The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

An appointed City staff person or outside contractor will serve as secretary to keep notes of each public meeting and assist with administrative tasks.

The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.

A meeting may be held without a quorum; however, to vote on a matter the committee must have a quorum present which will consist of a simple majority of appointed voting members.

Committee members may participate in a meeting by telephone or videoconference.

Unless falling under an exemption to public meetings laws, all meetings will otherwise be public meetings, announced and conducted in accordance with public meeting requirements.

Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition (“Roberts Rules”) shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

**Section 7. Voting:** All members are entitled to vote in person (including by telephone or video conference) at a meeting. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

**Section 8. Amendments:** Recommendations to amend this Charter may be made at a regular or special board meeting and approved by a vote of at least two-thirds of the entire Committee. Such recommendations shall be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to City Council for approval.