

Peaks Island Council By-Laws (2022)

These by-laws exist to support the work of the Peaks Island Council (PIC), which was created and enumerated by [Portland City Code Chapter 9 Article IV](#). Their language seeks to fill gaps in the City Code and further clarify PIC procedure. These by-laws ought to be reviewed yearly and adjusted as best practice and community-needs change.

Officerships

At the first regular Peaks Island Council meeting of the year, a chair, vice chair, and secretary shall be elected from and by the PIC.

Chair

The Chair's responsibility per Portland City Code Chapter 9 Article IV Section 9-55(f) is to "serve as chairperson of the meetings and to rule on procedural issues which may arise." Additionally, the Chair co-leads the monthly agenda-setting process with the Vice Chair. The Chair is also the default point-of-contact for PIC communication with City of Portland elected officials and staff (although chairpersons of PIC committees will frequently serve in this role, as appropriate).

Vice Chair

The Vice Chair oversees the PIC budget, in collaboration with the Island Services Coordinator. The Vice Chair also co-leads the monthly agenda-setting process with the Chair. Additionally, the Vice Chair support the Chair's duties, as needed, including serving as Chair Pro Tem in the case of the Chair's absence.

Secretary

The Secretary maintains the PIC email system, digital files, and oversees all PIC online presence. All duties are performed in collaboration with other Executive Committee members and committee chairs. The Secretary should not act as spokesperson for the PIC alone. The Secretary serves as chair of the Communication & Outreach Committee.

Committees

The Peaks Island Council (PIC) operates with two types of committees:

- **Standing committees** (or operating committees) are those committees that the Council uses on a continual basis. Currently, the only two standing committees are the Executive Committee and the Communication & Outreach Committee.
- **Ad hoc committees** are formed for limited periods of time to address a specific need. When the work of the ad hoc committee is completed, the committee is dissolved. The Council will review its established ad hoc committees annually to determine continued need and effectiveness.

Authority

All committees operate under the authority of, and are accountable to the PIC. As a rule, committees have limited or no decision-making authority. A notable exception is the executive committee, which has limited power and authority in-line with the duties of those PIC officers. Committees will conduct their work consistent with their charter as established by the PIC and

will operate within the framework of established PIC policy and public positions. In the absence of established policy or public positions, committees will bring issues requiring additional guidance back to the full Council for direction and decision.

Membership

All Standing and Ad-Hoc committees must have at least one PIC member. The PIC will announce the formation of any committee and solicit members via public communications. Chair people of committees will be responsible for informing the PIC of active membership and committee business. The PIC will maintain a roster of membership of all committees with contact information for all members.

Meetings

All committee meetings will be announced publicly and are open to the public.

Executive Committee

The Chair, Vice Chair, and Secretary together make up the entirety of the Executive Committee.

Communication & Outreach Committee

The Communication & Outreach Committee is led by the Secretary and supports the Secretary's core duties. The Committee's mission is to ensure that the PIC's public communications are effective and that the work and meetings of the PIC are accessible to the entire Peaks Island community. The Committee serves in an advisory capacity, but may at times engage in projects involving email communications, web design and maintenance, social media, physical materials, surveys, public forums, and other means of outreach and communication.

Additional Procedure for Vacancies

If a seat (or seats) will be vacant at the beginning of a new year and new term, the PIC will appoint councilor(s) to fill the seat(s). The term of appointed councilors is one year, as opposed to the elected councilors, which serve three year terms.

The PIC will establish a nominating committee of at least two sitting councilors to lead the appointment process to fill the seat(s). The PIC will distribute notice of the vacancies and call for community members to apply to be appointed. The nominating committee will interview all candidates and make recommendations to the full council. The process should begin after the November election, with recommendations made at the December meeting, so the appointed councilor(s) can begin their term at the beginning of the new year.

If a vacancy occurs mid-year, the PIC may determine whether to see through an appointment process or wait until the next election, under consultation from the City Clerk.

Variable Term Lengths

If more than three councilors are terming off at once, the PIC may decide to have some of the succeeding terms be two years instead of three years, under consultation from the City Clerk.