# City of Portland
# Charter Commission Meeting

1. Call the Meeting to Order
   a. Please click the link below to join the webinar:
   https://us02web.zoom.us/j/87221359342?pwd=MUVOdXJ3SVNMUFFQUXFOOUxDbm5tQT09
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   International numbers available: https://us02web.zoom.us/u/kchOOTFKT
2. Approval of the prior Meeting Minutes
   a. June 28, 2021 Minutes
3. Discussion about Rules of Procedure
   a. Draft Rules of Procedure
4. Discussion about Community Agreements
5. Discussion about Initial Commission Support Needs
6. Set Date/Time for Next Meeting and Topics for that Agenda
7. Charter Communications
8. Other Business
9. Adjournment

# City of Portland
# Charter Commissioners Meeting

via Zoom
Monday, June 28, 2021
6:00 PM

**1. ZOOM MEETING INSTRUCTIONS**

**a. Please click the link below to join the webinar:**
**https://zoom.us/j/95647942333?pwd=aUx1YWhtSlgzcFAvd0lYREJ2REx1UT09**

**Passcode: 816403**

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**Webinar ID: 956 4794 2333**
**Passcode: 816403**

**2. Call to Order - 6:00 PM**

City Clerk, Katherine Jones, called the meeting to order at 6:00 P.M. (All Commissioners were present).

**3. Swearing in of the Charter Commissioners**

City Clerk, Katherine Jones, administered the oath of office to the Charter Commissioners and witnessed their signatures.

**4. Introductions - 6:05 PM**

The Charter Commissioners introduced themselves to each other and to the public

**5. Overview by James Katsiaficas - Attorney with Perkins Thompson - 6:15 PM**

**a. Right to Know Law (FOAA)**
**Conflict of Interest**
**State Law on Charter Commissions**

James Katsiaficas, Attorney with Perkins, Thompson, gave an overview of the Right to know laws governing public meetings, and public records. Attorney Katsiaficas also gave an overview of laws and rules governing Conflict of Interests. Lastly State Statutes governing the Charter Process, outlining specific dates for the Commission to have a public hearing, when their first report needs to be given, and when the final report is due for the November 2022 election.

**6. Adoption of Procedural Rules - James Katsiaficas - 6:30 PM**

It was decided to wait until the next Charter Commission meeting to adopt the procedural rules. In the interim the City Clerk will email to the Commissioners the prior Commissioners rules and will distribute Community Agreement samples.

**7. Deadlines for Charter Changes to any Ballot – City Clerk - 6:50 PM**

Katherine Jones, gave a time line for the Commissioners once they file their final report.
Second meeting in June 2022 the City Council Agenda will have an order setting the public hearing for the Charter Commission recommendations.
July City Council meeting will be the public hearing and first reading of the orders.
August meeting will the second reading and vote to send the to the recommendations to the voters.
Lastly State Law requires a minimum turnout of voters or a least 30% of the last gubernatorial election, which was 34,082. (Total voters needed to turn out is 10,224).

**8. Election of Officers – Chairman, Vice Chairman, Secretary - 7:00 PM**

Motion was made by Commissioner Washburn to nominate Commissioner Kebede for Chairman and was seconded by Commissioner Lizanecz.

Motion was made by Commissioner Waxman to nominate Commissioner Eglinton for Chairman and seconded by Commissioner O'Brien. -
9 Votes for Commissioner Kebede and 3 Votes for Commissioner Eglinton.

Commissioner Michael Kebede was voted in as Chairman for the Commissioners.

Motion was made by Commissioner Houston to nominate Commissioner Stewart-Bouley as Vice Chairman and was seconded by Commissioner Kebede.
Motion was made by Commissioner Waxman to nominate Commissioner Eglinton as Vice Chairman and was seconded by Commissioner Lizanecz.
9 Votes for Commissioner Stewart-Bouley and 3 Votes for Commissioner Eglinton.

Commissioner Shay Stewart-Bouley was voted in as Vice Chairman for the Commissioners.

Motion was made by Commissioner Chann to nominate Commissioner Lizanecz as Secretary and was seconded by Commissioner Eglinton.
Motion was made by Commissioner Lizanecz to nominate Commissioner Eglinton as Secretary and was seconded by Commissioner Kebede.

Commissioner Lizanecz withdrew.

Motion was made by Commissioner Washburn to nominate herself as Secretary seconded by Commissioner Kebede.

7 votes for Commissioner Eglinton and 5 Votes for Commissioner Washburn.

Commissioner Peter Eglinton was voted in as Secretary.

Chairman Kebede asked for a motion to accept the agenda.
Motion was made by Commissioner Waxman and seconded by Commissioner Chann to accept the agenda. Passage 9-3.

**9. Set Date/Time of Public Hearing - 7:45 PM**

Motion was made by Commissioner Chan to set the public hearing for July 28, 2021 at 6:00 P.M seconded by Councilor Waxman. Passage 10-2.

**10. Set Date/Time for Next Meeting and Topics for Agenda - 8:00 PM**

Motion was made by Commissioner Chann and seconded by Commissioner Stewart-Bouley to meet on July 15, 2021 at 6:00 P.M. Passage 12-0.

**11. Other Business - 8:15 PM**

Motion was made by Commissioner Barowitz and seconded by Commissioner Lizanecz to add to the agenda for the next meeting the following:
Hiring of Staff and consultant for the Committee.
Financial Statement from the last Charter Commission.
Passage 11-1.

**12. Adjournment - 9:00 PM**

Motion was made by Commissioner Washburn and seconded by Commissioner Waxman to adjourn. Passage 12-0 at 9:17 P.M.

# ***DISCUSSION DRAFT (July 15, 2021)***

## RULES OF PROCEDURE OF THE PORTLAND CHARTER COMMISSION

**Rule 1. Parliamentary Proceedings**

These Rules shall govern the proceedings of the Commission. In all cases where Commission proceedings are not governed by these Rules, "Robert's Rules" shall be followed. Rules, except for Rule 2, may be waived by a vote of seven (7) members of the Commission.

**Rule 2. Actions**

Final passage of any item by the Commission shall require seven (7) affirmative votes.

**Rule 3. Presiding Officer**

The Chair, or in her or his absence the Vice Chair, or in the absence of both, the person designated by the Chair, shall be the Presiding Officer for the meeting. The Chair shall establish the agenda and set the priority of business. Any member may request that an item be placed on the agenda in advance or taken up out of order or the Chair may do so at the Chair's discretion.

**Rule 4. Member Excused From Voting**

Every member present when a question is put to a vote shall vote unless the member is precluded from participation because of interest or the appearance of interest or unless she or he is otherwise prohibited by law from participation.

Any member abstaining on grounds of interest or the appearance of interest must do so at the commencement of deliberations on the item under discussion and shall not participate in, nor be present for, said deliberations or vote on such item. Any member abstaining as permitted hereunder shall clearly state such intent, the reason for such abstention and the legal or factual basis therefore prior to the commencement of deliberation on such item.

**Rule 5. Procedure for Public Comment**

A. *Regular working meetings*: When the Commission has an action item on the agenda on one of the Charter change issues, there will be a chance for members of the public to address the Commission briefly before the vote on that specific item. There will also be a time at the beginning of the meeting of up to 15 minutes (3 minutes per speaker), for brief comments on any of the items under discussion at that meeting, except those that have already been open to comment and voted on. This avenue of communication is intended to be brief. Longer, more detailed comments, ideas, suggestions should be delivered in writing to the group (whether by mail or e-mail) well ahead of the meeting, so that the members of the Commission will have time to read and think about the ideas.

B. *Commission Workshop Sessions,* where no decisions will be made, are not open to public comment.

C. *Form of public comment*: In addition to the traditional form of public comment with one person at a time at the microphone, the Commission may provide, by seven (7) votes, for public comment in any or all of the following ways:

i. Smaller work groups discussing the questions posed by the Commission and then reporting out to the Commission;

ii. A hybrid of smaller work groups, reporting out, collecting individual comments on work sheets and/or concluding with individual comments;
iii. Hybrid option with the addition of a worksheet, available in the meeting and online, where people can check off the items on the Commission's lists of problems and issues that interest them as well as add their own additional suggestions.
iv. Any other format adopted by a vote of seven (7) Commissioners.

**Rule 6. Conduct at Public Meeting**

A. The public may address the Commission only during a specific public comment period;
B. People wishing to address the Commission during a public comment period should either raise a hand to be recognized by the Chair or form a line at the microphone;
C. Speakers should give their name and address and identify the item that they are addressing before speaking;
D. Speakers should stay focused on the specific item that they are addressing and those items must be either the specific action item under consideration or, at the end of the meeting, items which are germane to the issues under discussion at that meeting by the Commission;
E. Speakers are limited to 3 minutes. One extension may be granted at the discretion of the Chair or by motion and vote of the members;
F. Speakers should abide by the Commission's Ground Rules and address the members of the Commission respectfully, without any personal attacks or loud and disrespectful behavior;
G. The Presiding Officer may limit or cut off any commentary that is not germane or that is scurrilous, abusive, or not in accord with good order and decorum;
H. Persons present at Commission meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting; and
I. Any person who shall continue to violate these rules, after warning by the Presiding Officer, shall be ejected for the remainder of the meeting then in progress.