



East Portland Action Plan

Structure

CHARGE

The East Portland Action Plan (EPAP) is an ongoing group charged with providing advocacy and leadership in implementing the *East Portland Action Plan, a guide for improving livability in outer East Portland*, as adopted by the Portland City Council in February 2009 and the Multnomah County Commission in July 2010.

The EPAP is an extension and outgrowth of the East Portland Action Plan Committee, which met from December 2007 to July 2008 to provide leadership and guidance to public agencies and other entities on how to strategically address community-identified issues and allocate resources to improve livability for the neighborhoods in the East Portland Neighborhood Office (EPNO) coalition area. The EPAP engages the community and works with other community-based entities in advocacy for East Portland issues and furthering the actions and strategies specifically described in the Action Plan.

GUIDING PRINCIPLES

The EPAP is dedicated to:

- Value the past and consider the future in making decisions that contribute to improved livability in East Portland
- Build lasting community leadership and relationships as a means to laying the groundwork for successful implementation of the Action Plan.
- Develop avenues for partnering by creating opportunities to bridge the work being done amongst EPAP committees and representatives, communities, and neighborhoods, thus building upon common values with respectful collaboration.
- Openness of input and ideas and to respect and value differences of opinion, ideals, and time commitments with civility.
- Ensure opportunities to participate are equitably provided across the spectrum of all interest groups and geographic areas, which may include the provision of translation, interpretation, and childcare.
- Provide a hospitable and welcoming environment to all attendees.
- Prioritize the involvement of underrepresented communities.
- Work towards the furtherance of actions and strategies as specifically described in the Action Plan.

COMPOSITION

Involvement in the EPAP is open to residents, Neighborhood Association members, business people, Business Association members, nonprofit organizations, special districts and service providers in the East Portland Neighborhood Office area. An EPAP orientation session will be provided after each general monthly EPAP meeting.

MEETINGS

All meetings, including general, Committee, and Subcommittee, are open to the public and will be announced in advance on the EPAP website calendar

<http://eastportlandactionplan.org/calendar>. All meetings are subject to David Douglas School District status concerning weather-related building closures.

A general meeting will be held on the 4th Wednesday of every month, starting at 6:30 PM. Should the meeting be canceled, the Operations Committee will determine whether or not to schedule another meeting, as well as alert the EPAP membership of such cancellations and rescheduling.

The purpose of the general meeting is to coordinate activities, monitor Action Plan progress, organize future advocacy opportunities, and consider new issues.

Committee and Subcommittee chairs are responsible for the scheduling of their respective Committee and Subcommittee meetings.

DECISION-MAKING

The EPAP will craft and recommend approaches and solutions that are workable for a wide range of needs and interests. The group will operate on a consensus model with final decisions made by *Participation Agreement* signing members. The group will engage in open and constructive dialogue among all attendees, seek input from other stakeholder groups, and ensure that diverging opinions are openly aired, discussed, and documented.

PARTICIPATION AGREEMENT (PA) MEMBERS

Attendance at two (2) meetings is required before an attendee is offered an opportunity to sign a *Participant Agreement*, which will designate them as a PA member. PA members will make every effort to be present at meetings. As a courtesy, staff will be notified in advance if a PA member is unable to attend. If a PA member is unable to attend, he or she may provide written comments relevant to the agenda, and the comments will be forwarded to the EPAP.

Participant Agreement (PA) members will:

- Encourage broad and inclusive participation. Current PA members will consciously welcome and orient new people and ideas.
- Interact with community members and partners to develop and promote interest and participation in implementing the Action Plan.
- Share information with local organizations in which you are involved, and gather, synthesize, and convey information and perspective from those organizations.

- Review background materials and monthly reports, so as to understand the issues and to gain familiarity with the array of actions and initiatives currently underway that may intersect with the work you are doing.
- Provide a sounding board to ensure that a variety of data and viewpoints have been considered in the formulation of recommendations.
- Advocate with agencies and service providers as determined by the group.
- Voice concerns directly, promptly, and constructively with respect and civility.
- Become familiar with EPAP guiding documents, such as the East Portland Action Plan, Structures, Committees & Representatives

LEADERSHIP

The EPAP will elect two PA members to act as general EPAP Co-Chairs. Each Co-Chair will be elected for two-year terms, each being elected in different years, and the terms are renewable upon approval of the EPAP PA membership. Nominations will be submitted to the EPAP and elections will occur at the following meeting. If there is a single nomination for Co-Chair, a call for consensus shall be initiated. In case of two or more nominations for Co-Chair, a written secret ballot shall be used to determine the election of the Co-Chair, with the nominee receiving the majority of attending PA member ballot designations being elected as officer. Only attending PA members may submit a ballot.

The EPAP Co-Chairs are expected to facilitate and regularly attend EPAP meetings and to be informed about EPAP activities. As facilitators, the EPAP Co-Chairs will preside over meetings, except when an alternate facilitator is designated. It is up to the discretion of the general EPAP Co-Chairs, with the support of the staff Advocate, to draft and adjust the agenda.

The EPAP Co-Chairs will work to establish a healthy and sustainable culture by keeping energy devoted to **Relationships, Process, and Results** in balance – understanding that each of the three contribute to the health of the other two.

The EPAP will authorize establishment of Representatives, Committees and Subcommittees, striving for co-chair leadership that reflects the aforementioned healthy and sustainable culture. EPAP co-chairs are expected to assign representation at Operations Committee meetings as convened. The EPAP may consider further attendance requirements for leadership positions.

STRUCTURE

A Committee, Subcommittee, and Representative structure serves the operational functionality of the EPAP and implementation of the Action Plan.

Committees and Subcommittees

The purpose of a committee is to provide operational service to the EPAP; the purpose of a Subcommittee is to carry out specific strategies and action items of the Action Plan by providing an issue-related forum for organizing action:

- Committees and Subcommittees will be established by consensus of the EPAP.
- All meetings are open to the public and will be announced in advance on the EPAP web site calendar: <http://eastportlandactionplan.org/calendar> .

- Each Committee and Subcommittee will have open participation, but must have at least one active person who is a *Participation Agreement* signing member of the EPAP who will report to the monthly general EPAP meeting.
- Committees and Subcommittees will strive for sustainability by establishing a culture that is equally invested in **Relationships, Process, and Results**.
- Committees and Subcommittees are encouraged to embrace a co-chair model that consciously brings together individuals with the sustainable strengths mentioned above.
- Committees and Subcommittees will submit brief monthly reports to the EPAP Advocate one week prior to the monthly meeting. A report form will be provided and will include the following:
 - ✓ Identification of the EPAP item being addressed by the Committee or Subcommittee
 - ✓ Articulation of the Committee or Subcommittee goal
 - ✓ Statement of new decisions being made
 - ✓ Identification of Committee or Subcommittee attendees
 - ✓ Request for input or action from the EPAP.

Representatives

The purpose of a Representative is to provide a vehicle for EPAP advocacy through a spokesperson who serves as a liaison until there is enough EPAP capacity to establish a Subcommittee. An EPAP Representative position will:

- Be a PA member established as an area-specific Representative by the consensus of the EPAP
- Utilize the EPAP Advocate and Co-Chairs for reference and guidance
- Report on their significant activities and position statements on behalf of the EPAP at the general EPAP meetings
- Adjust their representation as is necessary, based upon input from the EPAP.

Operations Committee

The purpose of the Operations Committee is to:

- Develop, seek general EPAP approval, and advocate for EPAP strategy
- Function as an EPAP decision making body in time-sensitive situations
- Meet at least four (4) times a year to reinforce purpose integration.

The Operations Committee has the following stipulated composition:

- Both General EPAP Co-Chairs
- A PA representative from each Committee and Subcommittee that reports back to the committee they are representing on decisions made by the Operations Committee
- Two (2) positions for ad hoc EPAP PA members
- The EPAP staff Advocate

Structures Committee

The EPAP Structures Committee will make structural proposals to the full EPAP in an effort to support the operational functions of the group. Membership will be composed of interested PA members.

As the EPAP grows, we recognize that there will be a need to design enhanced operational structures, such as the Vision PDX 5-element categorization Committees.

Communications Committee

The EPAP Communications Committee will provide communication support that includes materials and web page development, and translation or interpretation, to the EPAP.

STAFF

The EPAP will be staffed by an Advocate through the City of Portland Office of Neighborhood Involvement East Portland Neighborhood Office subject to funding availability. The EPAP Advocate will:

- Convene monthly general EPAP meetings and manage efforts for the good of the group as a whole.
- Work with the general EPAP Co-Chairs to develop and distribute monthly full EPAP meeting agendas, submitted Committee and Subcommittee reports, and background materials in advance of meetings.
- Develop notes from the full EPAP meetings and distribute them within three weeks of the meeting. These notes will faithfully represent areas of general agreement within the group, note areas in which there are diverging viewpoints, and outline commitments to timelines for supported actions.
- Develop documents for review and comment.

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EAST PORTLAND ACTION PLAN

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