

Wednesday, March 23, 2022

Meeting 6:30 – 8:30 PM | Online Zoom Meeting

Purpose: To coordinate advocacy for implantation of the Action Plan

Time	Topic Leader	Topic	Info	Discuss	Action
6:30	Mustafah Finney	Welcome - Meeting Overview & Speaking Protocol <ul style="list-style-type: none"> • Recognition of Zoom Meeting Host • Participating Member Agreements • New Members Welcome • Code of Care - Meeting Roles Recognition <ul style="list-style-type: none"> • Recognition of Facilitator • Recognition of Timekeeper • Recognition of Note-taker - Next Meeting Reminder <ul style="list-style-type: none"> • Wednesday, April 27th - Introduction <ul style="list-style-type: none"> • Name/Pronouns/Affiliations 	X X X X X X X X	X	
6:45	Gayle P Frieda C Layla A JR L Bobbi Y	Sub/Committee Update - Economic Development Subcommittee (5 min) - Housing Subcommittee (5 min) - Culture & Language Subcommittee (5 min) - Operations Committee (5 min) - Grants Committee (5 min)	X X X X X		
7:10	Grants Committee	Partnership Grant 2022- Grants Committee will be seeking approval for this year's Partnership Grant. This Grant's purpose is to support projects that will be done in partnership with municipal and/or government agencies that can receive the funds and take responsibility for project completion. (10 min)	X	X	X
7:20	Sofia Álvarez-Castro	City of Portland Charter Review- Every 10 years, the City Council convenes a Charter Commission to review and recommend amendments to the City of Portland Charter (City's Constitution). The Charter Commission is an independent body that sets its own scope of work. Commissioners will be sharing and seeking feedback for the recommendations for the City of Portland Charter Review (40 min)	X	X	
8:00	JR L	Advocate Update- update to ongoing EPAP business (5 min)	X		



8:05	Carol H Arlene K	Representative Updates - East Portland Parks Coalition (5 min)	X		
		- East Portland Land Use & Transportation Committee (5 min)	X		
	Gayle P Layla A	- Portland Clean Energy Fund (5 mins)	X		
		- Portland United Against Hate (5 min)	X		
8:25		Announcements - Open Floor (5 min)	X		
8:30		Meeting Adjourn			

If you want to be on the agenda Contact:
 Mustafa Finney: rosecitymustafah@gmail.com
 OR JR Lilly: jr.lilly2@portlandoregon.gov

Code of Care

- Expect and accept discomfort
- Listen to understand, not to respond
- Be accountable for your words and behaviors
- Practice self-care
- Protect confidentiality of who shared what
- Expect non-closure

Upcoming EPAP Meetings

Join us for our meetings as we continue to work improving livability in East Portland. All meeting materials will be posted on our web calendar.

Grants Committee Meeting

Thurs, Mar 24 | 4:30-6:00 pm

Economic Development Subcommittee Meeting

Mon, Apr 4 | 5:00-6:30 pm

Housing Subcommittee Meeting

Mon, Apr 11 | 6:00-8:00 pm

Operations Committee Meeting

Tues, Apr 19 | 5:00-7:00 pm

East Portland Land Use and Transportation Committee Meeting

Wed, Apr 20 | 6:30-8:30 pm

General Meeting

Wed, Apr 27 | 6:30-8:30 PM

Grants Committee Meeting

Thurs, Apr 28 | 4:30-6:00 pm

East Portland Parks Coalition Meeting (now meeting on odd months)

Thurs, May 5 | 6:00-7:30 pm

Culture & Language Subcommittee Meeting (now meeting on odd months)

Tues, May 17 | 7:00-8:30 pm

These gatherings are open to the public
Language Interpretation available upon request (we ask for one weeks' notice)

For more information and request, please contact:

JR Lilly, EPAP Advocate

jr.lilly2@portlandoregon.gov | (503) 823-8027

East Portland Action Plan Meeting Notes, February 23, 2022

Introductions Committee Updates

Economic Development Report: Gayle

Ec dev is working on new action and new partners. Ronna from Portland Youth Builders presented at the last meeting. PYB provides education and employment skills for youth. Adam Cole from Outrowing Hunger presented about their work: to help immigrants and others to grow culturally appropriate foods, as well as developing business opportunities such as selling at farmers markets and developing products for sale. Portland Clean Energy Fund is releasing grant opportunities.

Housing Report: Nick

Several members of the City of Portland Charter Review Commission attended and described their efforts. The City Charter is reviewed every 10 years. This time there is momentum to change the city's form of government toward creating a city manager who would direct bureaus, expanding the city council and eliminating their role of directly managing bureaus, and electing commissioners by district. JR said that charter review will be on the agenda for the March EPAP general meeting. Jamila Dozier gave a Portland Housing Bureau report; three new Portland affordable housing bond projects were approved, two in inner southeast and one on SW Barbur Blvd. Nick shared data at the meeting that showed East Portland was not getting a fair share of bond resources compared to our population. Subsequent to the meeting PHB provided data that showed other East Portland projects that were funded by other sources.

Grants Report: Bobbi

The committee last met in January and will be meeting again tomorrow. Upcoming grant deadlines are March 11 for partnerships and April 15 for the community support fund.

Operations Report: JR

The Operations Subcommittee is meeting monthly to consider how EPAP might be restructured.

Deian Salazar introduced himself. He is a candidate to be appointed to the David Douglas School Board to replace Rep. Andrea Valderrama.

Decision-Making: JR

EPAP currently makes decisions using a consensus process. There have been concerns about this within EPAP and the issue was raised again in the recent consultant report. These issues include lack of clarity, authority to act by subcommittees vs. the general membership, whether regular attendance is required to vote, the potential for individuals to block actions by filibuster, participation in coalitions, pressure for members to go along, training, lack of an equity filter and lens, and updating membership guidelines. The Ops Subcommittee has discussed four options:

- Full consensus
- Consensus minus two
- “Fist to Five” consensus
- Majority or super-majority vote

There was discussion, including whether more than two dissenters should be required to block consensus and whether a super-majority should be 60%, 75% or higher. There was discussion about pros and cons, whether majority vote would lead to factions, and whether consensus had worked for EPAP in the past. Setting a quorum for voting was suggested; there isn't one now.

JR proposed voting on decision-making next month. He recommended having a vote on the options. Email or request a meeting with JR if you are interested in providing more detailed input.

EPAP Assessment: JR

JR recapped the consultants' recommendations: 1) Retire EPAP; 2) Partner with another organization; or 3) Scale down operations and scope of work. JR and Mustafah met recently with Com. Hardesty, who is supportive of EPAP and would like to see a workplan going forward.

Fill in JR's 8 recommendations here...

Advocate Update: JR

The indoor mask mandate ends March 31. The city is proposing a phased approach, with in-person meetings being allowed in July.

Representative Updates

Portland Clean Energy Fund: Gayle reported that mini-grants are available.

Portland United Against Hate: Layla said that the group has continued to meet throughout the pandemic. There have been fewer reports of hate crimes.

East Portland Parks Coalition: Carol announced the group is meeting next week. There will be a presentation by the Portland Parks and Rec volunteer coordinator.

Announcements

- The Multnomah County community involvement committee and library advisory board are seeking nominations.
- David Abrahamson is a Captain with the Portland Police Bureau at East Precinct. He is a David Douglas graduate and is happy to be working in East Portland. He is looking for community partnerships.

Slides:

http://eastportlandactionplan.org/sites/default/files/EPAP%20General%20Meeting%20Feb%202022_2.pdf

Economic Development Subcommittee

February 7, 2022 | 5:30 to 7:00

Presentation: What are TIF Districts? by Eron Riddle

Tax Increment Finance (TIF) is a mechanism for capturing the future tax benefits of real estate improvements, in order to pay for the present cost of those improvements. Eron shared about the basics of what these are and how we use them in the City of Portland.

Presentation: East Portland TIF District- JR Lilly

JR Updated the group on the conversation to create an East Portland TIF District with local organizations that are working in Economic Development and Housing in East Portland.

These meetings are happening on the last Tuesday of the month on Zoom, and folks who are interested should contact JR. These meetings are mainly for education and exploring the idea more.

Updates and Announcements from attendees

Economic Development 2022 Goals

- 1) Action: Develop new relationships with community organizations to foster job development through projects. Encourage organizations to advocate for, develop pilot projects, and model job training programs to benefit EPAP geographic area. (EC.4.3, EC.4.4)
- 2) Action: Advocate for the Equitable Infill and Redevelopment Program (EIRP). The EIRP gives homeowners the knowledge, contacts and strategies for redevelopment of their own property. Develop a proactive response to the Residential Infill project to benefit low income homeowners and businesses. (EC.3.1, EC.3.2, HD.6.3, CM.1.4)
- 3) Action: Maintain a liaison connection with Portland Clean Energy Fund Committee to monitor and promote the ability to provide workforce development funding opportunities for organizations and small businesses. (HD.2.4, SN.1.5, EC.4.2)
- 4) Action: Advocate for a Quadrant Plan equivalent plan for East Portland in the form of an Anti-Racism Equity Plan for East Portland. (Entire action plan supports this.)

Grants Committee

February 24, 2022 | 4:30 PM

Partnership Grant Scoring Meeting-

With the Partnership Grants due Fri, Mar 11 by 11:59 PM, the group discussed when would be appropriate for the Scoring Committee to meet to discuss funding. It was decided the Scoring Committee will meet on 3/14/22 at 2pm expect 1.5 hours.

2nd Round of Community Support Fund-

With the second round of Community Support Fund applications due on Fri, Apr 15 the groups discussed when they should meet for the scoring meeting. It was decided to have the scoring meeting on 4/29/22 at 10am, expect 4 hours.

City Council Presentation for 2022 Grants-

As we are waiting for Commissioner Hardesty's staff to secure a City Council Date for our Grants Presentation and Approval the group discussed the layout of the presentation. The Co-Chairs and the Advocate will share details with us sharing a video of current grantees. JR will reach out to grantees to ask if they will submit a 1 minute video about their grant program which we will edit together into one video. We will work on the effort more.

Partnership Grant Scoring Committee

March 14, 2022 | 2:00 PM

Partnership Grant Scoring Meeting- this meeting was held to discuss and decide the funding for the 2022 Partnership Grant. We received one application. After much conversation it was decided (with the model of consensus minus 2) to award to full amount of requested to **Lents Resilience Hub & Community Center for \$19,988**.

This project is a partnership between the East Portland Collective, with City of Portland Partners: Portland Street Response (PSR) and Portland Bureau of Emergency Management (PBEM), request support to open a resilience hub and community center space in Lents Town Center. This 6-month pilot program aims to build resilience and strengthen the community by providing free education, events, and resources, especially during inclement weather, as well as build the capacity of Lents community organizations and government partners to undertake community ownership models and promote health, resilience and space-sharing from within, for the benefit of Lents residents.

The Grants Committee will seek approval from the General Membership on March 23rd.

Operations Committee

March 15, 2022 | 5:00 PM

Discuss feedback from the Feb General Meeting- the group discussed the feedback from the General Membership held at the February General Meeting. The over feedback included a desire to not rush on making any major decisions until the whole group received more education on the topic and was at a meeting with more membership participation. Folks reflected that there is a lot to continue discussing and would like to hear more from our membership before making change.

Discuss Decision Making Model- after hearing from the membership after the presentation the Operations Committee came to an agreement to hold on making these changes right away until we had more participation at our meetings. We will continue to provide education and continue the conversation.

Discuss Structures Committee- the group discussed the role they would like for the Structures Committee to play in the updates to our structure. It was decided to ask the Structures Committee to convene on the last Mondays of the month to discuss the changes to the Structures Document. The request will be that they be main place where the conversation for updates. JR will reach out to members to gather and to announce this at the General Meeting in case anyone is interested in participating.

Work Plan Draft- JR shared his draft steps for a work plan for EPAP (see highlights below).

- Decision Making Conversation
- Hire consultant to help Structures Committee with update process
- Create Scope of Work for update Structures Document
- Reestablish Community Connections/Relationship
- Ask Sub/Committees to hold on meetings where Advocate is heavily involved
- Hold all major decisions until we have an update
- Have training on Advocacy and Equity
- Create plan for Leadership

After conversation and discussion, it was requested not to hire a consultant for this process but to look more into an intern or support role to help the conversation more forward. It was also discussed that if needed in the new fiscal year leadership (role of the CO-Chairs) be shared in rotation of the Operations Committee Members until we have someone step into the role.

Culture & Language Subcommittee

March 15, 2022 | 5:00 PM

This month we had Timur Holove come and share about how we can support our East Portland Ukraine families. He shared his story of how his family traveled all around central Asian and how some ended up in the Ukraine. He shared about how his family in the Ukraine are still there and still in need of support.

The community held an event this past week to raise awareness and support for 3 different organizations. They plan to have another one and will let us know so we can attend and support. Until then here is how we can support:

Below is the promo flier with the QR code people can scan and donate.

Also here is the link

to https://www.paypal.com/donate/?hosted_button_id=NUHZ2EEFEYMU8 people can donate.

People were able to choose the cause they wanted to support. Humanitarian, medical or evacuation efforts.



STAND WITH UKRAINE
FUNDRAISER EVENT
COME & JOIN US TO SUPPORT UKRAINIAN REFUGEES

ENJOY TRADITIONAL MUSIC, FOOD, & DESSERTS!

SUNDAY MARCH 13
FROM 2:30-6 PM

ST. AIDAN'S EPISCOPAL CHURCH
17405 NE GLISAN ST
PORTLAND, OR 97230

PROCEEDS WILL BE DONATED TO A CHARITY CAUSE OF YOUR CHOICE FROM THE FOLLOWING:

- MEDICAL AID
- FOOD RELIEF
- HUMANITARIAN AID

SLAVIC COMMUNITY CENTER OF NW

ENJOY TRADITIONAL MUSIC, FOOD, & DESSERTS!

- VARENIKI
- CABBAGE ROLLS
- BORSCHT
- KIEV CAKE

AND MORE!

IF YOU ARE UNABLE TO ATTEND PLEASE CONSIDER DONATING VIA PAYPAL.






EAST PORTLAND LAND USE & TRANSPORTATION COMMITTEE NOTES

March 16, 2022

Bill Cunningham gave a presentation on how planning projects are initially determined. These are based on implementation of the comprehensive plan, or additional ideas that emerges from the City's climate action processes, or the currently political focus of our elected officials.

In a subsequent meeting we will be discussing the actual development of a project focus and how it may fit into the work plan of the bureau, the assignment of a planner, and the development of a project budget. This sequence would also include the outreach proposal and project timeline.

The next steps would be information gathering, discussion and formal write up of the proposal with suggestions for implementation, including more outreach, and the potential acceptance by City Council. Potentially, the timeline could be adjusted as well. This meeting would involve more than just staff from Bureau of Planning and Sustainability.

The final phase is the technical code writing for actual implementation.

After all of this, the results of the project may implemented immediately or delayed.

Our Next Meeting Is On: **April 20, 2022, Wednesday beginning at 6:30 PM**

Bryan Poole (BPS) will update us on the 122nd Avenue Project
Including the timing of implementing the proposed crossings and enhanced and better street lighting



East Portland Action Plan

Member Participation Agreement

The East Portland Action Plan (EPAP) is an ongoing committee charged with providing advocacy, and leadership in implementation of 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/outgrowth of the East Portland Action Plan Committee which met from December 2007 to July 2008. The EPAP engages the community to advocate for resources to further the values, strategies, and items specifically described in the Action Plan. Together we strategically work to improve livability and prevent displacement in the East Portland Community Office (EPCO) coalition area. The East Portland Action Plan website may be found at: www.eastportlandactionplan.org.

MEMBERSHIP COMPOSITION

Involvement in the EPAP is open to everyone committed to Action Plan advocacy. An EPAP orientation session is offered after each general monthly EPAP meeting.

PARTICIPATION AGREEMENTS

Participants should make every effort to be present at EPAP general meetings. As a courtesy, staff should be notified in advance if a member is unable to attend. If a member is unable to attend, he or she may provide written comments relevant to the agenda, and they will be forwarded to the EPAP.

DECISION-MAKING

The EPAP will craft and recommend approaches and solutions that are workable for a wide range of needs and interests, based upon the 'Guiding Principles' identified above. The EPAP operates using a consensus model. Committees and Subcommittees can make public statements that are specific to their group. Proposals seeking approval from the general EPAP will be decided by Participating Agreement (PA) signing members. Committee, Subcommittee, or Workgroup consensus participation requires attendance at two (2) meetings and a commitment to future regular attendance.

EPAP Committees, Subcommittees, and Workgroups 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. People either individually or organizationally positioned to have conflict of interest based on individual or organizational affiliation in decision making are expected to participate in the discussion and disclose the conflict of interest to the group, but to abstain when consensus is being sought. If another group participant perceives someone has an undisclosed conflict of interest, this should be raised prior to seeking consensus. If the individual wants the abstention to be identified, this will be accommodated in the notes.

Should consensus not be established on a proposal brought to a meeting, the proposer is welcome to circulate the proposal for individual signatures and the people demonstrating strong opinions are encouraged to meet separately to negotiate a solution and to request time on the next meeting agenda to bring another proposal for consideration.

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.
- Work to resolve conflicts or issues using a restorative justice reconciliation process.

PARTICIPATION AGREEMENT (PA) MEMBERS

Attendance at two (2) EPAP general 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 during the EPAP general meeting.

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, to understand the issues and 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', 'Structure', 'Committees & Representatives', 'Principles for Improved Livability' and 'Involuntary Displacement Prevention Recommendations for East Portland'.



East Portland Action Plan

Structure

CHARGE

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COMPOSITION

Involvement in the EPAP is open to everyone committed to Action Plan advocacy. An EPAP orientation session is offered 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 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 and for keeping the EPAP Advocate informed of any schedule changes in a timely fashion.

DECISION-MAKING

The EPAP will craft and recommend approaches and solutions that are workable for a wide range of needs and interests, based upon the 'Guiding Principles' identified above. The EPAP operates using a consensus model. Committees and Subcommittees can make public statements that are specific to their group. Proposals seeking approval from the general EPAP will be decided by Participating Agreement (PA) signing members. Committee, Subcommittee, or Workgroup consensus participation requires attendance at two (2) meetings and a commitment to future regular attendance.

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- 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,' 'Structure,' 'Committees & Representatives,' 'Principles for Improved Livability,' and "Involuntary Displacement Prevention Recommendations for East Portland".

LEADERSHIP

The EPAP will elect two PA members to act as general EPAP Co-Chairs. Each Co-Chair will be elected for a two-year term. The two Co-Chair's terms shall be staggered and will begin on July 1 of alternating years. Co-Chairs may be re-elected.

It shall be the responsibility of the Co-Chairs to announce the time and place of an election for Co-Chair no less than 30-days before the election is to be held. Nominations may be submitted to the Co-Chairs or made from the floor at the time of the election. 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.

A vacancy in a Co-Chair position can occur by the resignation of a Co-Chair or by a determination by consensus of the full EPAP membership that the position has become vacant. In the event of a vacancy an election shall be called, no less than 30-days before the election, for an new Co-Chair to till the remainder of the unserved term.

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 for the monthly general meeting.

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 general meeting 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 advocacy. Committees and Subcommittees will:

- Be established by consensus at the general EPAP;
- Hold meetings open to the public and announced in advance on the EPAP web site calendar (<http://eastportlandactionplan.org/calendar>), held at mobility-device accessible locations within East Portland, and will offer EPAP-funded childcare and interpretation as needed;
- Have open participation, with at least one active person who is a PA signing member of the EPAP responsible to verbally report at the monthly general EPAP meeting;
- Operate using a consensus model;
- Strive for sustainability by establishing a culture that is equally invested in **Relationships, Process, and Results**;
- Are encouraged to embrace a Co-Chair model that consciously brings together individuals with the sustainable strengths mentioned above;
- Submit written monthly reports to the EPAP Advocate one week prior to the monthly meeting. Reports will include the following:
 - ✓ Identification of the EPAP item being addressed by the Committee or Subcommittee
 - ✓ Articulation of the Committee or Subcommittee goal
 - ✓ Identification of Committee or Subcommittee attendees
 - ✓ Statement of relevant issues addressed and decisions made
 - ✓ Request for input or action from the EPAP; and
- Assign a PA signing member of the EPAP to represent the Committee or Subcommittee on the EPAP Operations Committee and at annual reports to the government partners.

If a Committee or Subcommittee neglects to provide written and/or verbal reports for two (2) successive general meetings, the Committee or Subcommittee Chair(s) will be contacted and the lack of participation will be discussed. They will be encouraged to consider the viability of the Committee or Subcommittee and given notification that failure to meet the requirement for a third (3rd) successive general meeting will warrant the dissolution of the Committee or Subcommittee and an announcement will be made at the general EPAP meeting.

Representatives

The purpose of a Representative is to have an EPAP advocate who serves as a liaison on Action Plan area-specific issues when needed and appropriate, or until there is enough EPAP capacity to establish a Subcommittee. A Representative is often a liaison to a committee, group, organization, or commission and is afforded priority time to report at the general EPAP meeting in that capacity.

The Representative can be an authorized spokesperson for the EPAP on the designated issue for which they are appointed; but if the Representative is determined while representing the EPAP to have not spoken in alignment with the Action Plan and 'Principles for Improved Livability', the Representative is responsible to provide an acknowledgment and correct the misrepresentation.

An EPAP Representative will:

- Be a PA member who regularly attends the EPAP general meeting and will be established as an area-specific Representative by consensus of the general EPAP;

- Utilize the 'East Portland Action Plan', 'Principles for Improved Livability', 'Structure', and "Involuntary Displacement Prevention Recommendations for East Portland" documents along with the EPAP Advocate and Co-Chairs for reference and guidance;
- Report on significant activities and position statements on behalf of the EPAP at the general EPAP meetings;
- Bring forward issue relevant information and requests for EPAP support; and
- Adjust their representation as is necessary, based upon input from the general EPAP.

Representation with membership organizations:

- Requires a high level of commitment to consistent attendance at the area-specific issue-related organizational meetings and reporting to the general EPAP;
- Requires an 'opt out' mechanism for campaign or advocacy involvement that stipulates which members are supporting the stance. As a consensus decision making organization, the EPAP will not sustain involvement with membership organizations without this articulated option; and
- Campaigns and public statements on behalf of the membership organization should be brought before the EPAP if there is any possibility that the campaign or statement is not in alignment with the Action Plan or 'Principles' documents, or if there is ambiguity that needs to be addressed by consensus at the general 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, not including decisions related to governmental elections;
- Meet at least four (4) times a year to reinforce purpose integration; and
- Represent the EPAP to elected officials.

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 about decisions made by the Operations Committee;
- Not to exceed 6 additional at large EPAP PA positions as determined by participating members of EPAP and
- 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 may be a need to design enhanced operational structures.

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 Advocates through the City of Portland Commissioner Position #4.

The EPAP Advocates will:

- Convene monthly general EPAP meetings and serve as process keepers to manage efforts for the good of the group as a whole;
- Work with all EPAP Co-Chairs to develop and distribute monthly EPAP meeting agendas, Committee and Subcommittee reports, and background materials during or in advance of meetings;
- When fully staffed, 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;
- Function as the City Grants and Municipal Partnership manager;
- Provide bureaucratic/administrative functions with the City of Portland; and
- Develop documents for review and comment.

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