

Draft 04/16/2025_ Proposed updates to the PERC ByLaws

METRO PUBLIC ENGAGEMENT REVIEW COMMITTEE (PERC) BYLAWS

Article I Name

The Committee will be known as the Public Engagement Review Committee.

Article II Mission and purpose

The purpose of the Public Engagement Review Committee (PERC) is to advise the Metro Council on the development and maintenance of programs and procedures to aid communication between the public and the Metro Council. The PERC will advise the Office of Citizen Involvement (OCI) and the Metro Council and perform the duties assigned to it by the Metro Charter and other related duties that the Metro Council may prescribe.

Article III Authority

The PERC was created to act as an advisory committee to the Metro Council.

Article IV Membership

This volunteer committee will be comprised of a minimum of 9 members: at least three at large representatives from the region; at least three representatives from community and/or nonprofit organizations in the region; and one representative who is a county employee from each of Clackamas, Multnomah, and Washington Counties.

Criteria for the selection of community member and community organization representatives include:

- **Community Service:** Demonstrated commitment to community involvement.
- **Experience:** Demonstrated skills, knowledge or experience valuable to support Metro's public engagement principles.
- **Diversity:** Collectively representative of the geographic and demographic diversity of the region.

County representatives will be nominated from each jurisdiction and should be employees whose duties are in a public engagement capacity. Alternatively, a county may nominate an employee of a local government entity (such as a city or special district) within the county, with the consent of the jurisdiction's administrator.

Article V Terms

Members of the PERC will serve either an initial two-year or three year term. Members are eligible to be reappointed to a second two-year term, but may not serve any additional consecutive terms on the PERC, except as provided below.

Commented [GP1]: Members will be gradually be shifted to two year terms, instead of three year. That is in alignment with Metro Code.

Draft 04/16/2025_ Proposed updates to the PERC ByLaws

Community organization and at-large community member representatives are subject to limitations on serving more than two (2) consecutive terms. Local jurisdiction representatives will be reappointed, or vacancies filled, as desired by the sponsoring county

Article VI Appointment

Members of the PERC will be appointed as follows:

- Representatives (and alternates if desired) of the counties will be nominated by the presiding executive of their jurisdiction/agency, appointed by the Metro Council President and confirmed by the Metro Council.
- Community members and community organization representatives will be nominated through a public application process, appointed by the Metro Council President and confirmed by the Metro Council.
- Community organization representatives will be nominated through a public application process, appointed by the Metro Council President and confirmed by the Metro Council from nominees of community associations, cooperatives or other nonprofit groups in the region.

Article VII Vacancies

Vacancies will be handled in the following manner:

- If an at-large community member is unable to fulfill their term, their position may be replaced through Metro's annual PERC recruitment process. A mid-year recruitment selection process will occur as necessary if the committee were to fall below the required three at-large community members.
- If a community organization representative is unable to fulfill their term, the organization represented will fill the position with another representative in a public engagement capacity until the end of the term, or resign from the seat on the committee in writing.

Article VIII Member Responsibilities

Members of the committee will be expected to:

- Review and provide input on the community summit agenda, which is intended to support overall public engagement goal-setting and define engagement resources for the upcoming year.
- Assist with outreach to community summit participants.
- Assist in leading or facilitating the community summit.
- Provide input on and review the annual public engagement report.
- Provide input on specific project engagement plans as need, time and interests align.
- Provide input on the public engagement guide.
- Provide input on and review content of the annual Opt In public engagement review survey.
- Participate in workgroups, as necessary.
- Share information with community networks.

Commented [GP2]: Annual community summit has not been done in a few years since there is no staff to support it.

Commented [GP3]: Have not reviewed this. There has not been an annual report created in the last couple years.

Commented [GP4]: Has not happened recently. This activity is currently not supported with staffing.

Draft 04/16/2025_ Proposed updates to the PERC ByLaws

- Consider the community as a whole in balance with the viewpoints of a particular neighborhood or organization being represented.

Metro will provide staff support to assist the PERC with its activities including:

- Assistance with compiling technical research and informational reports, as resources allow.
- Coordination of facilities and preparation of materials for meetings.
- Distribution of meeting agendas and summaries, provision of food for meetings.
- Public access to PERC information and documents.
- Logistical support for workgroup activities, as resources allow.
- Orientation for members.

Article IX Meeting schedule and attendance

The PERC will convene a minimum of twice and a maximum of six times each year. This includes specific meetings where PERC members are invited to subgroup meetings or other Metro engagement opportunities as a representative of PERC.

Members must attend all meetings when possible. If members must miss a meeting, they can send their thoughts in writing to the committee before the meeting so that their input can be considered during the discussion. Depending on the timeline of decision-making, members can also make up meetings by watching or listening to the video recording and providing any input or questions at the following member meeting.

Article X Officers

Selection of officers

The PERC members will annually elect Co-Chairs by a majority vote at the first meeting of the calendar year. The Co-Chairs will serve for a one-year term and can be reelected as many times as possible while they are members of the PERC.

Officers' responsibilities

The Co-Chairs' duties include:

- Acting as the Committee's representatives and spokespersons, when the Committee is not in session
- Setting the regular meetings' agendas in partnership with Metro staff
- Presiding over the PERC regular meetings
- Ensuring that the PERC operates according to this by-laws document
- If neither of the Co-Chairs are in attendance at the PERC meeting, the longest termed PERC member will preside over the meeting.

Article XI Governance

Committee members recognize that the meeting belongs to them and the success depends upon their participation. As such, members agree to:

Commented [GP5]: Gloria was offering make-up sessions to meet with her 1:1 or send additional input after a meeting. This is not in alignment with Public Meetings Laws and members must provide their input during a public meeting.

Commented [GP6]: As of 2023, PERC has not selected co-chairs nor a committee member facilitator like they did in the past.

Commented [GP7R6]: Would PERC like to use this structure?

Commented [GP8]: Do you want to add that staff can preside over the meeting?

Draft 04/16/2025_ Proposed updates to the PERC ByLaws

- Review meeting materials in advance, and arrive on-time and prepared.
- Attend and participate in meetings.
- Treat other committee members and project staff with respect.
- Apply public engagement expertise and knowledge.
- Share the floor - let others speak once before speaking twice.
- Listen carefully with the intent of understanding the positions and statements of others, and let others finish before speaking.
- Help create an atmosphere in which differences can be raised, discussed and melded into group recommendations. Divergent views and opinions are expected and are to be respected.
- Turn off cell phones, pagers, laptops and other communication devices, unless they are being used for the meeting.

Decision-making

As an appointed advisory group, multiple opinions on matters will be accepted and encouraged. However, should the group need to express itself as a body; it may require a decision to do so. The committee will strive for consensus but allow for majority and minority reports as needed and retain the option to hold a vote when necessary.

- The committee will use a Metro staff facilitator that may summarize what is perceived to be consensus, and ask to see if there is agreement.
- The committee will select members to speak on a shifting basis when presenting to Metro Council or other groups as necessary.
- Consensus means that all parties can live with a recommendation, though they may not agree with it in its entirety. Silence will be considered abstention; abstentions allow decisions to move forward in the affirmative.
- Straw poll or a show of hands may take place to help determine where things stand and to help identify the issues.
- In the event that consensus cannot be reached at a meeting, smaller subgroups with interest in that particular area might address the concerns in more depth. The results of the subgroup discussion will be brought back to the full group.

Public Communication

Meetings of this group are considered Public Meetings which open to the public. Brief public comment periods will be included in each agenda. Members are encouraged to reach out to those attending the meeting to understand issues of interest and bring them before the group, if necessary.

- Acting as liaisons to, and sharing information with, your organization, community groups and other stakeholders is a key responsibility of all committee members.
- You are free to express your personal thoughts about decisions and activities, but please accurately represent the committee's discussion and recommendations.
- In order to maintain a fair and transparent process, please do not attempt to reverse or change group recommendations by engaging outside parties to influence other members. Disagreement is legitimate but it should be expressed in the context of this process.

Draft 04/16/2025_ Proposed updates to the PERC ByLaws

- Please notify the Metro project manager about any media inquiries and refer requests for official statements.

Draft 04/16/2025_ Proposed updates to the PERC ByLaws

Quorum

Quorum for the PERC to make decisions will be half of its regular voting members plus one. When the maximum voting membership of the PERC is nine, a quorum is five voting members.

Manner of voting

The PERC will follow Robert's Rules of Order for any decisions that requires a vote. An affirmative vote will require a majority of voting members present at the meeting. Metro staff will support the committee with guidance on these processes.

Amendment of By-Laws

The PERC will be responsible for the approval and maintenance of its By-Laws. After the approval of the original By-laws, the document will be reviewed once per year, on the PERC meeting closest to the anniversary of the By-Laws approval. As part of the By-Laws review, the PERC will decide whether to amend the By-Laws according to the committee's decision-making process.

Minutes

Metro staff will attend the PERC meetings and take notes as appropriate. Staff will then create the meeting minutes, which will be shared with the PERC at least one week prior to the next PERC meeting. The PERC members will review the minutes, request changes as needed and/or approve the minutes at the next committee meeting.

These by-laws were reviewed and approved by the members of the PERC.

SIGNATURES/DATE

PERC Co-chair:

Date:

PERC Co-chair:

Date: