

# LPSCC

Local Public Safety Coordinating Council  
MULTNOMAH COUNTY, OREGON

## Multnomah County Local Public Safety Coordinating Council

### Bylaws

#### **Section 1 - Purpose**

The Local Public Safety Coordinating Council (LPSCC) shall serve as an advisory committee to the Multnomah County Board of Commissioners on matters of local public safety policy and the efficient use of local resources to reduce recidivism, promote public safety, racial equity, and reduce juvenile involvement in the criminal justice system. LPSCC shall, to the best of its ability, work with state, local, and federal partners to achieve those ends.

#### **Section 2 - Leadership**

##### *2.1 - County Chairperson to Serve as LPSCC Chair*

The Multnomah County Chair (County Chair) shall serve as the Local Public Safety Coordinating Council's Chair (LPSCC Chair)

##### *2.2 - Delegation of LPSCC Chair responsibilities to a member of the Board of County Commissioners*

The County Chair may select a county commissioner or other LPSCC Executive Committee member to serve as the LPSCC Chair. The County Chair shall notify the LPSCC, in writing, of their decision to delegate this authority.

##### *2.3 - Role and Responsibilities of the LPSCC Chair*

The LPSCC Chair:

- Shall set the time and place for all Council meetings;
- Shall develop and approve agendas for all Executive Committee meetings;
- Shall preside over all meetings of the Council and have a vote on all matters;
- Shall approve the creation or dissolution of any official standing subcommittee. This does not include ad hoc work groups formed for a limited duration;
- Shall approve the annual LPSCC Report; and

- May delegate these responsibilities to the LPSCC Executive Director as needed, but retain overall responsibility for the Council.

#### *2.4 - LPSCC Executive Director - Hiring and Responsibilities*

- (a) The County Chair, in consultation with and approval by members of the Council, shall hire an Executive Director to oversee and manage duties assigned to the LPSCC. The County Chair may delegate the hiring responsibility to the LPSCC Chair in the event that role has been assigned to a member of the Board of County Commissioners or LPSCC Executive Committee.
- (b) The Executive Director shall report directly to the County Chair's Office. The County Chair shall work with the Executive Director to hire any additional staff in the LPSCC Office. The Executive Director shall be responsible for the day-to-day oversight and administration of that staff.

#### *2.5 - Selection of a Co-Chair*

The LPSCC Chair may select a co-chair to assist with the duties outlined in these bylaws. The Co-Chair must be a member of the LPSCC Executive Committee.

### **Section 3 - Council Membership**

#### *3.1 - Permanent Voting Members*

The LPSCC shall be composed of the following permanent voting members:

- (1) The Multnomah County Chair;
- (2) The Mayor of the City of Portland (or city councilor/manager);
- (3) The Multnomah County Sheriff;
- (4) The Multnomah County District Attorney;
- (5) A Judge from the Multnomah County Circuit Court;
- (6) A Member of the Board of County Commissioners;
- (7) A Mayor or city councilor from a City in East Multnomah County;
- (8) The Chief of the Portland Police Bureau;
- (9) The Chief of the Gresham Police Bureau;
- (10) A public defender or defense attorney appointed by the Presiding Court Judge;
- (11) The Director of the Multnomah County Department of Community Justice;
- (12) The Director of the Multnomah County Department of Community Justice Juvenile Services Division;
- (13) The Director of the Multnomah County Health Department;
- (14) The Director of the Multnomah County Behavioral Health Division;
- (15) At least one non-profit victims services provider;
- (16) At least two members of the community at large

#### *3.2 - Appointment Procedures for Some Permanent Members*

- (a) For the position of East Multnomah County Mayor or city councilor, the position of the City Council representative will be selected by the cities. The official serving in this role shall serve on the committee for a period of 2 years.

- (b) The Multnomah County Chair shall appoint a Member of the Board of County Commissioners.
- (c) The Multnomah County Presiding Judge shall appoint a judge to the council as well as a Public Defender services representative.
- (d) The Multnomah County Commission shall appoint the community members that represent organizations that provide services to victims of crime (ORS 423.560(1)(e).[7](#)).

### *3.3 - Community Members*

The LPSCC Chair and Executive Director shall conduct a recruitment and interview process with interested members of the community. Priority will be given to community-members with lived expertise in the justice system and/or work with justice-involved individuals. Members of the Council may be asked to participate on the review and interview panel. The Board of County Commissioners shall appoint the community member positions.

### *3.4 - Non-voting members*

- (a) A representative from the Oregon State Police and a representative from the Oregon Youth Authority shall have permanent, non-voting positions on the Council,
- (b) The LPSCC Chair shall request those agencies provide the names of those representatives. The Chair may delegate this responsibility to the Executive Director.

### *3.5 - Adding and Removing Members of the Council*

- (a) The LPSCC Chair, in consultation with the Executive Director and Co-Chair, may determine that in the best interests of the Council, representatives from other public agencies and/or community based organizations should be added to the Council.
- (b) In the case of adding members, the LPSCC Chair and Executive Director will notify Council members in writing of their decision, including their rationale.
- (c) Should a Council member object to the decision, they have 10 business days to respond in writing explaining their objection. A simple majority of all permanent voting members is required to reject the addition.
- (d) For any positions not required by statute, the LPSCC Chair may, in consultation with the Executive Director and Co-Chair, request from a member agency that an individual LPSCC member be replaced.

### *3.6 - New Members*

- (a) Individuals added to the Council under Section 3.5 shall not have an official vote on matters before the Committee, unless a majority determines otherwise.

### *3.7 - Executive Committee*

The LPSCC shall have an Executive Committee which is charged to:

- (a) Develop LPSCC meeting agendas,

- (b) Oversee the work of subcommittees and workgroups
  - (i) The Chair(s), or the Executive Director may create and/or disband subcommittees as needed.
- (c) The LPSCC (co) Chairs shall ensure the Executive Committee is made up of 7 LPSCC members who represent diverse perspectives.
- (d)
- (e) A quorum of the Executive Committee exists when 6 of the 7 members are present
- (f) For any matter requiring a vote, a simple majority of the members present shall be sufficient to constitute a decision of the Executive Committee.

#### **Section 4 - Terms**

Members will serve for a term to be determined by the appropriate appointing authority. Elected officials will serve for a term concurrent with that of their elective offices, with the exception of the East County elected representative. Department Directors will serve for the length of their employment in that position. All members will continue to serve until the (co) Chairs of LPSCC are otherwise notified by an appointing authority. The appropriate appointing authorities shall fill vacancies within three months of a vacancy or as soon as possible.

#### **Section 5 - Compensation**

All LPSCC members shall serve voluntarily and are not entitled to compensation, unless service on the Council is part of their regular employment. Obligation for compensation, where due, is the responsibility of the individual employer and not the LPSCC. The LPSCC follows County guidelines for any reimbursement for necessary expenditures related to the Council's business. Community LPSCC members may request a nominal fee, in alignment with current County policy on community member compensation, to offset the cost of participation and attendance,

#### **Responsibilities**

At a minimum, the Multnomah County Local Public Safety Coordinating Council shall:

- A. Develop and recommend to the Board of County Commissioners a plan for the use of:
  - a. State resources to serve the local adult and youth offender populations;
  - b. State and local resources to serve the needs to that part of the the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources, and intervention strategies; and
  - c. Coordinate local criminal justice policy among affected criminal justice entities.
- B. In consultation with the Multnomah County agencies, and local public safety system partner entities, develop and recommend to the Board of County Commissioners a plan designed to prevent criminal involvement by youth. The plan must provide for coordination of community-wide services involving treatment, education, employment resources and intervention strategies aimed at crime prevention;
- C. Coordinate local juvenile justice policy among affected juvenile justice entities.

#### **Processes**

- The Council shall meet at the request of the Chair(s) as frequently as required to perform its duties, but not less than once every three months.
- Special meetings may be called by a chair, the Executive Director, or a majority of Council members upon at least 24-hour written or telephone notice to members.
- A quorum of the Council shall be 50% plus 1 of the appointed LPSCC Permanent Voting members identified in Section 3.1 above.
- All Council meetings shall be open to the public unless otherwise provided by law.
- The Council may recommend removal of non-statutory members to the appointing authority by a majority vote of all its members. Such removal shall be for cause.
- The Council shall comply with applicable laws regarding public records (ORS 192), open meetings (ORS 192), and ethics (ORS 244).
- Elected Officials which are non-voting, are invited to participate
- Any federal, state, or local elected official is eligible to attend Council meetings.

### **Voting**

- Each member, including the Chair(s), but with the exception of the non-voting members, are entitled to vote at a meeting, regular or special. Non-voting members are entitled to actively participate in discussions and the members of the LPSCC shall take into consideration the interests of non-voting members. If the attendance of non-voting invitees creates a quorum of a governing body (e.g. the Board of County Commissioners), that governing body will retain responsibility for complying with all Oregon public meetings law requirements.
- A quorum (50% + 1) of members shall be present for all votes. If a voting member will be absent, they may vote remotely or designate an official proxy whose vote shall be counted toward a quorum and permitted to vote, but only if the LPSCC member is absent.
- All votes taken must be public, and the result of all votes must be recorded.
- A majority vote shall be required to carry an item; the LPSCC Chair may be a tie breaker.
- A quorum of the Council voting members shall approve the following (at a minimum):
  - Grant applications when LPSCC is the primary applicant,
  - Policy recommendations requested by subcommittees/workgroups,
  - Approval of monthly meeting minutes) when meetings are not remote, recorded, and posted),
  - Community corrections plans (adult and juvenile),
  - Any other funds statutorily mandated to be allocated through the LPSCC, and
  - Any other item the Council, co-Chairs, or Executive Director deems appropriate.
- The Council's meeting agenda shall state any action items that may require a formal vote during the meeting.
- If a potential conflict of interest exists for any voting member relating to any matter on the agenda, the member will publicly announce the nature of the potential conflict before participating in the discussion of that matter. If a voting member has an actual conflict of interest relating to any matter, the member may not participate or vote on that matter.
- Abstention is allowed.

### **Voting procedure**

1. The LPSCC member or individual seeking support/approval:
  - a. Is recognized by chair

- b. States the motion (exact wording of motions and amendments is important for clarity and recording in the minutes. If it's a complex motion, the motion should be written down for the chair to read)
2. Motion is seconded (chair can request second if not volunteered)
3. The chair restates the motion and calls for discussion
4. The chair, if needed, reviews voting member
5. The chair asks for all in favor; staff documents "yea" votes
6. The chair asks for all opposed; staff documents "nay" votes
7. If the vote is split, the chair will ask for any amendments to the motion which may increase consensus
8. If the meeting is remote, voting members may use the hand raise function for video meetings

### **Attendance**

If a member is unable to attend a meeting, the member shall notify a LPSCC Chair or the Executive Director. Any member who misses three (3) consecutive regularly scheduled meetings without excuse, notification, or designee, will be approached by the Executive Director to determine if another representative is needed. Members may attend either in-person or remotely, so long as everyone participating in the meeting can hear and communicate with each other. Members attending remotely may be counted toward achieving a quorum.

### **Criminal Justice Leader collaboration**

The working relationship between the Police Chiefs, District Attorney, Sheriff, Presiding Judge, lead public defender, and the Director of the Department of Community Justice is key to the success of the larger LPSCC. When four of these seven leaders turnover/change, this group shall hold a special meeting to renew collaborative intent and teamwork.

### **Subcommittees**

- All LPSCC subcommittees will be chaired by at least one Council member (or designee).
- Subcommittees will be created by the Executive Director, Chair(s), or Executive Committee. If a LPSCC member wants to create a subcommittee or work group, they must work with the ED or the Chair(s).
- LPSCC staff may facilitate and provide administrative support to subcommittees.
- All subcommittees shall be advisory in nature and have no authority to act on behalf of or commit the LPSCC to any position or act.
- Subcommittees are not required to have a quorum to conduct business, gather information or make decisions or recommendations to the LPSCC Chair.  
All meetings of subcommittees shall, nonetheless be conducted in accordance with the public meetings and records laws of the state of Oregon to the extent they are applicable. If a vote is to be taken, a simple majority of the subcommittee members present at the meeting is sufficient for the subcommittee to take any appropriate decision or action.
- The LPSCC retains the right to reject, amend, or accept in full or in part, any recommendations, positions, or suggestions of any subcommittee.

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