

# LPSCC

Local Public Safety Coordinating Council  
MULTNOMAH COUNTY, OREGON

**Revised 8.29.25**

## **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. The Local Public Safety Coordinating Council shall, to the best of its ability, work with state, local, and federal partners to achieve those ends.

#### ***Responsibilities***

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

- Develop and recommend to the Board of County Commissioners a plan for the use of:
  - State resources to serve the local adult and youth offender populations;
  - 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
  - Coordinate local criminal justice policy among affected criminal justice entities.
- 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;
- Coordinate local juvenile justice policy among affected juvenile justice entities.

## **Section 2 - Leadership**

### *2.1 - LPSCC Chair and Vice Chair Election and Eligibility*

The LPSCC Chair and Vice Chair shall be elected by majority vote of LPSCC voting members. The LPSCC Chair and Vice Chair shall serve for terms of two (2) years and are eligible for re-election. Only current voting members are eligible to be elected to either position. No member may serve more than two consecutive terms as chair or vice-chair. After serving two consecutive terms in an office, a member must step down from that office for at least one full term before being eligible for election again.

#### Election Process

- Opening selections: At least six weeks before the election, the LPSCC Executive Director shall call for submissions of interest from eligible board members for each office. Members must identify the office they seek election to, and may not seek election to both offices concurrently.
- The deadline for submissions shall close four weeks before the election. The LPSCC Executive Director will promptly circulate a list of candidates for each office.
- At a public meeting convened for the purpose of carrying out the election, the Chair and vice-chair shall be elected by public vote, starting with the Chair. A majority of the voting members must be present to conduct a vote.
- A candidate must receive more than 50% of votes cast to win election. If no candidate receives a majority vote, the candidate with the fewest votes is eliminated. Another round of voting is then held with the remaining candidates. The process repeats until one candidate receives a majority vote in each office.
- The results are announced immediately and recorded in the meeting minutes.
- If a vacancy occurs mid-term, a special election is held using the same process. The replacement serves the remainder of the term.

### *2.2 - 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 and LPSCC meetings;
- Shall preside over all meetings of the Council and have a vote on all matters;
- Shall recommend 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 as needed, but retain overall responsibility for the Council.

## **2.3 Role and Responsibility of the LPSCC Vice Chair**

The Vice Chair:

- Presides when the Chair is absent
- Acts as liaison between the subcommittees and the Council
- Works with the LPSCC Executive Director to develop a workplan, to be approved by the LPSCC

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

- (a) The County Chair, in consultation with and approval by a majority of the members of the Council, shall hire an Executive Director to oversee and manage duties assigned to the LPSCC.
- (b) The Executive Director shall report directly to the County Chair. 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.

## **Section 3 - Council Membership**

### **3.1 - Permanent Voting Members**

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

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

**As the chief personnel officer of the County, the Multnomah County Chair may replace one of the appointed Multnomah County directors serving on the Council.**

### *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 Committee, 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 as non voting members.
- (b) In the case of adding members, the LPSCC Chair and Executive Committee 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, request from a member agency that an individual LPSCC member be replaced.

### *3.6 - Executive Committee Membership*

The LPSCC Executive Committee shall consist of at least 7 LPSCC members, including the chair and vice-chair. LPSCC members shall self-nominate to serve on the LPSCC Executive Committee. Final membership shall be determined by the LPSCC Chair, with approval from the LPSCC Council. Members shall be LPSCC Council Members and shall serve on the Executive Committee for two years and may reapply for the Executive Committee for one additional term.

### *3.7 - Executive Committee*

The LPSCC shall have an Executive Committee to advise the LPSCC Chair on:

- (a) Council meeting agendas,
- (b) Propose an annual workplan,

(c) The work of subcommittees and workgroups

#### **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, Department Directors will serve for the length of their employment in that position. All members will continue to serve until the Chair of LPSCC is 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.

#### **Section 6 - Processes**

- The Council shall meet at the request of the Chair as frequently as required to perform its duties, but not less than once every three months.
- 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 Executive Committee meetings.

#### **Section 7 - Voting**

- Each member, including the Chair, 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 Council may 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, in advance and in writing, whose vote shall be counted toward a quorum and permitted to vote, but only if the Council 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.
- A quorum of the Council voting members shall be required to approve the following (at a minimum):
  - Seeking grant application authorization requests from the Board of County Commissioners when LPSCC is the primary applicant,
  - Approval of monthly meeting minutes) when meetings are not remote, recorded, and posted),
  - A Proposed Community Corrections Plan to be presented to the Board of County Commissioners for potential adoption
  - Any other funds statutorily mandated to be allocated through the LPSCC, and
  - Any other item the Council, Chair, 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 members
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 voting member is unable to attend a meeting, the member shall notify a LPSCC Chair or the Executive Director. Any voting 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.

### **Subcommittees**

- All LPSCC subcommittees will have at least one LPSCC member.

- Annually LPSCC should direct subcommittees to make recommendations to LPSCC that relate to the purpose of the subcommittee and relate to the LPSCC annual work plan.
- Annually LPSCC will receive a report out from each subcommittee.
- If a LPSCC member wants to create a subcommittee or work group, they must make a recommendation to the LPSCC Chair.
- 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. Recommendations of the subcommittees shall be submitted to the LPSCC Chair or its designee. All meetings of subcommittees shall, comply with public 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 Council retains the right to reject, amend, or accept in full or in part, any recommendations, positions, or suggestions of any subcommittee.

#### **Section 8 - Workplan & Annual Report**

- Annual report shall contain recommendations in alignment with ORS 423.569.
- The work plan identifies annually areas of public safety focus, and develops goals, objectives and associated actions and areas of collaboration to implement the work plan, including through Council and subcommittee agendas and work.

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