

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 to serve as the LPSCC Chair. The County Chair shall notify the LPSCC Executive Committee, 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 executive committee meetings;
- Shall develop and approve agendas for all executive committee meetings;
- Shall preside over all meetings of the executive committee 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 Executive Committee, 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.
- (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 mayor or council member of a city within the boundaries of Multnomah County.

Section 3 - Executive Committee Membership

3.1 - Permanent Voting Members

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

- (1) The Multnomah County Chair;
- (2) The Mayor of the City of Portland;
- (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) 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 LPSCC 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 a Public Defender representative.

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 experience in the justice system and/or work with justice-involved individuals. Members of the executive committee may be asked to participate on the review and interview panel. The Board of County Commissioners shall choose amongst the candidates and make the appointment for the two 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 executive committee.
- (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 Executive Committee

- (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 Executive Committee.
- (b) In the case of adding members, the LPSCC Chair and Executive Director will notify Executive Committee members in writing of their decision, including their rationale.
- (c) Should an Executive Committee member object to the decision, they have 10 business days to respond in writing explaining their objection. A 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 Executive Committee under Section 3.5 shall not have an official vote on matters before the Committee, unless a consensus determines otherwise.

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 Executive Committee members may request a nominal fee 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.
- D. In addition, the LPSCC Executive Committee shall oversee and/or support the work of subcommittees and workgroups (such as youth/gang violence, the intersection of mental health and criminal justice, and jail population management). The Chair(s), Executive Committee or the Executive Director may create and/or disband subcommittees as needed.

Processes

- The Executive Committee 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 executive committee members upon at least 24-hour written or telephone notice to members.
- A quorum of the Executive Committee shall be 50% plus 1 of the statutory and appointed membership.
- All Executive Committee 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.

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 of the Executive Committee 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,
 - Community corrections plans (adult and juvenile),
 - Any other funds statutorily mandated to be allocated through the LPSCC, and
 - Any other item the Executive Committee, co-Chairs, or Executive Director deems appropriate.

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.

Subcommittees

- All LPSCC subcommittees will be chaired by at least one Executive Committee member (or designee).
- Subcommittees will be created by the Executive Director or Chair(s). If a LPSCC member wants to create a subcommittee or work group, they must work with the ED or the Chair(s).
- LPSCC staff facilitate and provide administrative support to all 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.
- All meetings of subcommittees shall be conducted in accordance with the public meeting and records laws of the state of Oregon.
- The LPSCC Executive Committee 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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