



Office of Community Involvement



# Multnomah County Charter Review Committee Subcommittee Guidelines DRAFT

## Purpose of a subcommittee:

- Study the areas of the Charter assigned to the subcommittee by the MCCRC
- Identify any parts of the Charter related to that assignment that the subcommittee would recommend amending
- Propose recommendations for any amendments to share with the MCCRC for full discussion

## Subcommittees have the power to:

- Research areas of the Charter that are related to the topics assigned to that subcommittee
- Establish a research plan for the subcommittee
- Develop a framework for doing an equity analysis on the topics the subcommittee is studying
- Receive and review public comments
- Invite speakers to testify at subcommittee meetings
- Recommend Charter amendments related to the subcommittee's assignments for full discussion by the MCCRC

## Public meeting requirements:

- Subcommittee meetings are open to the public and subject to public meetings law
- Subcommittees must provide public notice for its meetings
- Meeting minutes must be taken and published after the meeting
- The Program Coordinator will be available for providing public notice and taking meeting minutes

## Subcommittee Membership:

- Once subcommittees are established, there will be a sign up period open to MCCRC members
- MCCRC members will choose which subcommittee(s) they would like to join and indicate their membership for the record
- A quorum (50% + 1) of subcommittee members must be present in order to conduct business
- MCCRC members can be members of as many subcommittees as they want, as long as they can commit to regularly attending meetings (infrequent meeting attendance could jeopardize quorum)
- Subcommittee members will select a chair (or co-chairs, if the subcommittee deems that necessary) when they convene. The chair of the subcommittee will work with staff to prepare agendas, and ensure that the committee adheres to the committee's working agreements and decision-making protocols.
- If a member of a subcommittee wishes to leave a subcommittee or can no longer commit to regular meeting attendance, they should resign in writing to the subcommittee chair and the



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Charter Review Program Coordinator so that they will no longer count toward that subcommittee's quorum

At initial subcommittee meeting:

- Select chair or co-chairs to work with Charter Review Committee Program Coordinator on agenda setting and meeting facilitation
- Select regular meeting time for the subcommittee
- Discuss how to develop equity lens questions that support the focus of the subcommittee
- Decide on how to organize research process

Regular reports on progress:

- At each general MCCRC meeting, a representative of each subcommittee (usually the chair or co-chairs) will present on the progress made by their subcommittee:
  - What topics are being explored
  - Major questions under discussion
  - Any recommendations currently being considered
  - Who the subcommittee has heard from (community members, county officials, research experts, interest groups, etc.)
- There will be time for questions or suggestions from general MCCRC members after each subcommittee reports out
- Members of the general MCCRC may attend subcommittee meetings even if they aren't on that subcommittee, but cannot take part in subcommittee votes and do not count toward quorum

Making recommendations to the MCCRC:

- If a subcommittee decides there is an area within its assignment that it would recommend for a Charter Amendment, it needs to present those findings and a recommendation to the full MCCRC. A proposed Charter amendment will require approval of the MCCRC to move forward
- Subcommittees use the same voting and approval procedures as the full MCCRC: A quorum (50%+1) of subcommittee members must be present; the group will strive to reach consensus on a recommendation to present to the MCCRC, but if consensus cannot be reached, a recommendation will be sent to the MCCRC if 2/3 of subcommittee members present support it
- The subcommittee can choose to endorse a single recommendation or present several possible recommendations for full MCCRC discussion
- In order for the full MCCRC to consider a recommendation, the subcommittee must compile a summary of its work that includes:
  - The recommendation(s) it is making



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- A list of resources (testimony, documents, research) it used to inform this recommendation in a format that allows interested MCCRC members and the public to find those resources for themselves (e.g. the summary does not need to include full copies of supporting documents themselves, but would need to provide a document title, author, and other key identifying characteristics)
- A summary of potential impacts the amendment could have (positive and negative) and who is likely to be most impacted
- Any alternative solutions or approaches the subcommittee explored or considered, and an explanation of why those solutions or approaches were not recommended
- The subcommittee's written summary must be submitted to the Charter Review Program Coordinator **at least one week** before the general MCCRC meeting in order to be discussed. The Program Coordinator will promptly distribute the summary to MCCRC members and make the document publicly accessible so that there is time for committee members and members of the public to review the summary and recommendations ahead of the general MCCRC meeting
  - Summaries shared with less than a week's notice will be deferred for consideration at the subsequent general MCCRC meeting
- At the general meeting, a member of the subcommittee (usually the chair or a co-chair) will provide a brief verbal summary of the recommendation being considered and then open up for discussion by MCCRC members
  - The MCCRC can choose how to incorporate public comment into this discussion process