

**MAKING A
GREAT
PLACE**



**Public Engagement
Review Committee**

DRAFT

METRO PUBLIC ENGAGEMENT REVIEW COMMITTEE (PERC) BYLAWS

Section I. 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.

Section II. Membership

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.

The Committee will be made up of public involvement staff persons from Clackamas, Multnomah, and Washington county governments; staff persons from community organizations; and at-large community members as follows:

Clackamas County.....	1
Multnomah County.....	1
Washington County.....	1
Community Organizations.....	minimum of 3
At-large Community Members.....	minimum of 3

Minimum of nine total members

Members of the PERC will serve three-year terms and be appointed as follows:

- Representatives (and alternates if desired) of the counties shall be appointed by the presiding executive of their jurisdiction/agency. Alternatively, a county may nominate an employee of a city or special district within the county, with the consent of the jurisdiction’s administrator.
- Community member 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 shall not outnumber the number of at-large representatives.
- If an at-large community member is unable to fulfill his or her term, their position may be replaced though Metro's annual PERC recruitment process.
- If a community organization representative is unable to fulfill his or her term, the organization represented will fill the position with another representative in a public engagement capacity until the end of the term.

- 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.

Section III. Meeting schedule

The PERC will convene twice each year, with possible subgroup meetings as needed.

Section IV: Membership expectations

Members of the committee will be expected to:

- Review and provide input on the community summit agenda.
- 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 and review content of the annual Opt In public engagement review survey.
- Participate in workgroups, as necessary.
- Share information with community networks.
- Represent the community as a whole, not just the viewpoints of a particular neighborhood or organization.

Section V. Metro support to committee

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.
- Public access to PERC information and documents.
- Logistical support for workgroup activities, as resources allow.
- Orientation for members.

Section VI. Committee ground rules

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

- 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.

Section VII. 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. Decisions may be reached through consensus, but not through voting.

- The committee will decide on whether to appoint a leader or meeting facilitator that may summarize what is perceived to be consensus, and ask to see if there is agreement.
- Consensus means that all parties can live with a recommendation, though they may not agree with it in its entirety. Silence will be considered consent.
- 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.

Section VIII. Public communication

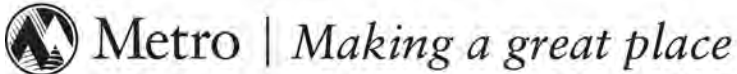
Meetings of this group are open to the public and brief public comment periods will be included in each agenda. Members are encouraged to reach out to those attending the meeting to understand issues of interest and bring them before the group, if necessary.

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

Section IX. Background

At a public hearing on May 24, 2012, the Metro council approved amending the Metro Code regarding the Office of Citizen Involvement to dissolve the Metro Committee for Citizen Involvement and establish a new standing public committee, the Public Engagement Review Committee (PERC). The PERC will convene twice a year and consist of at-large community members, representatives from three community organizations and public involvement staff from Clackamas, Multnomah and Washington counties.

The PERC will serve as a key component of Metro's ongoing efforts to develop and implement successful public engagement processes. The committee will also assist with Metro's annual public engagement report, Opt In public engagement review survey and annual community summit.



Metro Public Engagement Review Overview

Introduction and overview

In response to evolving communications and public engagement practices, Metro staff has developed a multi-track public engagement review process. Public engagement review engages the public, community organizations, and local government public involvement staff to actively monitor and contribute to Metro's public engagement efforts. Efficient public engagement at the project and program level benefit from review at the agency level. The new process supplements the public involvement outreach done regularly at the project and program levels. All Metro public engagement activity is guided by the principles of citizen involvement adopted by the Metro Council in 1997.

Purpose

Active public engagement is essential to Metro's role as regional convener and makes Metro a more responsive and collaborative agency. Metro believes that good government requires the collaboration of elected officials, staff and representation of diverse residents of the region. Continual cooperation among these parties results in rich and sustainable policy decisions. Therefore, Metro is committed to fostering a robust public engagement environment.

Metro's public engagement review process enables:

1. Constructive feedback on Metro's public engagement practices.
2. More focused and effective public engagement activity.
3. Access to local expert knowledge and best practices.

Objectives and outcomes

Build public trust: through transparent and open policy development and planning processes. Respect and consider all community input.

Build sustainable decisions: by convening diverse regional stakeholders and residents in order to identify and realize mutual interests and beneficial outcomes.

Promote equity: by recognizing the rich diversity of the region and ensuring that benefits and burdens of growth and change are distributed equitably.

Understand local aspirations: by engaging local experts and community members in order to access local knowledge and aspirations.

Achieve efficiency: by organizing public engagement activities to make the best use of public participants' time, effort, and interests.

Improve best practices: by coordinating with other public involvement experts and community members.

Broaden outreach: by engaging populations that have not traditionally been involved in Metro policy and decisions, such as older people, children, the disabled, students, communities of color, people of lower income and those who have recently come to the region.

Tools and tactics

Metro will convene a standing public engagement review committee, a community summit and a public engagement peer group to monitor Metro's public engagement efforts. The public engagement review process will also include an annual Opt In public engagement review survey and the production of an annual public engagement report. Tools and tactics include:

Public engagement review committee (PERC)

Chapter V, Section 27 of the Metro Charter requires that a standing "citizens' committee" be established and maintained by the Metro Office of Citizen Involvement. The PERC will meet twice a year and serve as a key component of Metro's efforts to develop successful public engagement processes. The committee will include at least three at-large community members, three staff or board members from local community organizations and a public involvement staff member from Clackamas, Multnomah and Washington counties.

Duties of the PERC include:

- Assist in developing the community summit agenda
- Assist with outreach to community summit participants
- Assist in facilitating the community summit
- Review the annual public engagement report
- Provide input on content of the annual Opt In public engagement review survey

Members of the PERC will be appointed as follows:

- Representatives (and alternates if desired) of the counties shall be appointed by the presiding executive of their jurisdiction/agency. Alternatively, a county may nominate an employee of a city or special district within the county, with the consent of the jurisdiction's administrator.
- Community member and community organization representatives and their alternates will be nominated through a public application process, appointed by the Metro Council President and confirmed by the Metro Council.

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.

Although PERC members are intended to be serve positions of three years, in the inaugural year staff is recommending that some members serve one or two-year terms in order to have a rotating membership and recruitment process. Member recruitment will occur annually for one-third of the community member and community organization positions in order to ensure continuity on the committee. Local jurisdiction representatives will be reappointed as desired by the sponsoring county. The following individuals will serve on the PERC for one, two or three year terms:

PERC Members and Terms

At-large representatives from the region

Three-year term:

Eleanor Hunter, Clackamas County, Oak Grove Community Council Chair
Candice Kelly, Washington County, Tualatin Tomorrow, Tualatin Heritage Center Board
Juan Carlos Ocaña-Chíu, Multnomah County, Multnomah County ADSD

Two-year term:

Corinne Bloomfield, Washington County, Hillsboro 2020 Vision
Jose Luis Nava, Washington County, Latino Leadership Network of Washington County,
Washington County Citizen Action Network
Juanita Walton, Multnomah County, Benetti Partners, certification from the International Association for Public Participation

One-year term:

Greg Greenway, Multnomah County, Portland Public Involvement Advisory Council, Threshold 2008
Jennifer Sexton, Multnomah County, Hansa Research
Tara Sulzen, Multnomah County, 1000 Friends of Oregon, Bus Project Board Member

Community organization representatives

Three-year term:

Julia Meier, Coalition of Communities of Color

Two-year term:

Sue Marshall, Coalition for a Livable Future Representative

One-year term:

Casey Barnard, Emerald Cities of Portland

Jurisdictional representatives (terms decided by jurisdictions)

Barbara Smolak, Clackamas County
Mike Pullen, Multnomah County
Stephen Roberts, Washington County

Committee terms will run from January to December. Recruitment to fill vacancies will begin each fall and the Metro Council will appoint new members each December.

Community Summit

Metro will convene an annual summit of community stakeholders representing diverse aspects of the region, members of Metro citizen advisory committees and oversight committees on ongoing projects. Meetings will be advertised and open to the general public.

The function of the community summit is to:

- Evaluate Metro public engagement practices from the previous year

- Share local community information
- Give advice on priorities and engagement strategies for upcoming Metro policy initiatives

Public engagement peer group

Metro will convene two meetings annually of public engagement staff and professionals from across the Portland metropolitan area.

The function of the public engagement peer group is to:

- Share and learn about best practices and new tools, including international, national and local examples and case studies
- Share information, upcoming policy discussions and events in order to facilitate collaboration and leverage individual jurisdiction outreach efforts
- Provide input on public engagement process for individual projects
- Document best practices for public engagement
- Review and update public engagement principles and planning guide

Feedback from the survey and the first peer group meeting held in July 2012 indicated that there are several areas of interest for further discussion and research. Four key topic areas were:

- Evaluation
- Involving hard-to-reach audiences (equity and diversity)
- Developing shared resources
- New ideas and best practices

These topic areas have great potential for both small group work among peer group members and student projects through the University of Oregon and Portland State University. The peer group will mentor students and provide them with resources, connections and access to organizations to accomplish projects.

The University of Oregon will work with Metro and the peer group on developing student master thesis projects. Portland State University will work with Metro and the peer group to develop potential projects for graduate students in the Masters of Urban and Regional Planning program and research projects for graduate level assistants.

Draft public engagement review annual schedule

<p>January New member orientation</p>	<p>February</p>
<p>March</p>	<p>April PEER group meeting Opt In survey</p>
<p>May PERC spring meeting</p> <ul style="list-style-type: none"> ○ Advise on annual report ○ Review Opt In survey ○ Input on Community Summit 	<p>June</p>

July Publish annual report	August
September Community Summit	October PERC recruitment PEER group meeting
November PERC fall meeting <ul style="list-style-type: none"> ○ Debrief Community Summit Review and select new PERC members	December New PERC member appointments

Measurement and evaluation

The success of Metro’s public engagement program is defined by consistently effective and efficient communication between Metro and the public. Metro staff will use the following tools to evaluate the success of Metro’s public engagement processes:

- An annual Opt In public engagement review survey will measure public perception of Metro’s public engagement processes
- Community summit and public engagement peer group participant interviews, questionnaires, and/or collected comments
- The public engagement report will summarize project evaluations, including:
 - Objectives
 - Context
 - Levels of involvement
 - Methods and techniques used
 - Who was involved (and who was not involved)
 - Inputs (costs)
 - Outputs (products and activities)
 - Outcomes (benefits/impacts)

First Name	Last Name	Representative Type	Email	Phone
Casey	Barnard	community organization	cbarnard@emeraldcities.org	(978) 387-8172
Corinne	Bloomfield	community member	corinneb@ci.hillsboro.or.us	(503) 681-5208
Greg	Greenway	community member	gdgreenway@yahoo.com	(503) 239-1599
Eleanore	Hunter	community member	eleanore@icloud.com	(503) 794-7076
Candice	Kelly	community member	candicekelly16@msn.com	(503) 691-1155
Sue	Marshall	community organization	suemarshall5@hotmail.com	(971) 506-4617
Julia	Meier	community organization	juliam@nayapdx.org	(503) 704-0124
Luis	Nava	community member	navajl@msn.com	(503) 548-3650
Juan Carlos	Ocaña-Chíu	community member	jcocana@q.com	(503) 381-0076
Mike	Pullen	Multnomah county appointed	mike.j.pullen@multco.us	(503) 209-4111
Stephen	Roberts	Washington county appointed	stephen_roberts@co.washington.or.us	(503) 846-4963
Jennifer	Sexton	community member	sextonpdx@gmail.com	(503) 310-6020
Barbara	Smolak	Clackamas county appointed	barbarasmo@co.clackamas.or.us	(503) 655-8552
Tara	Sulzen	community member	tara.sulzen@gmail.com	(503) 497-1000
Juanita	Walton	community member	jhwalton@benettipartners.com	(503) 244-5974 ext. 288

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PUBLIC ENGAGEMENT REVIEW COMMITTEE

At-large representatives from the region

- Corinne Bloomfield, Washington County, Hillsboro 2020 Vision
- Greg Greenway, Multnomah County, Portland Public Involvement Advisory Council, Threshold 2008
- Eleanore Hunter, Clackamas County, Oak Grove Community Council Chair
- Candice Kelly, Washington County, Tualatin Tomorrow, Tualatin Heritage Center Board
- Juan Carlos Ocaña-Chíu, Multnomah County, Multnomah County ADSD
- Jose Luis Nava, Washington County, Latino Leadership Network of Washington County, Washington County Citizen Action Network
- Jennifer Sexton, Multnomah County, Hansa Research
- Tara Sulzen, Multnomah County, 1000 Friends of Oregon, Bus Project Board Member

Community organization representatives

- Casey Barnard, Emerald Cities of Portland
- Sue Marshall, Coalition for a Livable Future Representative
- Julia Meier, Coalition of Communities of Color

Jurisdictional representatives

- Barbara Smolak, Clackamas County
- Mike Pullen, Multnomah County
- Stephen Roberts, Washington County

Metro Public Engagement Review calendar | 2013 **DRAFT**

JANUARY New member orientation

FEBRUARY

MARCH

APRIL PEER group meeting
Opt In survey

MAY PERC spring meeting

- Advise on annual report
- Review Opt In survey
- Input on Community Summit

JUNE

JULY Publish annual report

AUGUST

SEPTEMBER Community Summit

OCTOBER PERC recruitment
PEER group meeting

NOVEMBER PERC fall meeting

- Debrief Community Summit

Review and select new PERC members

DECEMBER New PERC member appointments