

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~~their term, their position may be replaced through Metro's annual PERC recruitment process. A mid-year recruitment selection process will occur as necessary if the committee were to fall below the required three at-large community members.
- If a community organization representative is unable to fulfill ~~his or her~~their term, the organization represented will fill the position with another representative in a public engagement capacity until the end of the term.

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- 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, which is intended to support overall public engagement goal-setting and define engagement resources for the upcoming year.
- 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 specific project engagement plans as need, time and interests align.
- Provide input on the public engagement guide.
- 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.
- Consider the community as a whole in balance with the viewpoints of a particular neighborhood or organization being represented.

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, provision of food for meetings.
- 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.

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- 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. The committee will strive for consensus but allow for majority and minority reports as needed and retain the option to hold a vote when necessary.

- The committee will use a Metro staff facilitator that may summarize what is perceived to be consensus, and ask to see if there is agreement.
- The committee will select members to speak on a shifting basis when presenting to Metro Council or other groups as necessary.
- Consensus means that all parties can live with a recommendation, though they may not agree with it in its entirety. Silence will be considered [abstention; abstentions allow decisions to move forward in the affirmative 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.

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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.