

# SHS REGIONAL POLICY AND OVERSIGHT COMMITTEE BYLAWS

Adoption Date \_\_\_\_\_.

## ARTICLE I NAME

The committee is known as the SHS Regional Policy and Oversight Committee (SHS RPOC or Committee).

## ARTICLE II PURPOSE AND AUTHORITY; RELATIONSHIP TO COUNCIL

### Section 1. Establishing Authority

Ordinance No. 25-1539 established the SHS Regional Policy and Oversight Committee.

### Section 2. Metro Code Governing Section

- A. Unless explicitly stated otherwise in these bylaws, the SHS RPOC is governed by Metro Code Section 2.19.280 specifically and Metro Code Chapter 2.19 generally.
- B. These bylaws are adopted for the internal governance of the SHS RPOC. As set forth in Metro Code Section 2.19.050, this Committee's bylaws may not govern its membership or authority.
- C. These bylaws contain certain sections that restate provisions of the Metro Code and Metro Council actions regarding the SHS RPOC's purpose, authority, and membership. These provisions are included solely to provide a consolidated and accessible reference for Committee members. Nothing in these bylaws is intended to modify or supersede the Metro Code or any Metro Council action.

### Section 3. Purpose and Authority

As set forth in Metro Code Section 2.19.280, the purpose and authority of the SHS RPOC is to:

1. Evaluate local implementation plans, and make and submit recommendations to Metro Council to advance program goals and support guiding principles;
2. Accept and review annual reports from Local Implementation Partners for consistency with approved local implementation plans;
3. Monitor financial aspects of program administration, including review of program expenditures;
4. Provide an annual report and presentation to Metro Council and Clackamas, Multnomah, and Washington County Boards of Commissioners assessing SHS Program performance, challenges, and outcomes;
5. Establish and submit to Metro Council for adoption regional key performance indicators, key environmental indicators, and SHS Program goals;

6. Periodically review and submit to the Metro Council for adoption updates to the regional coordination plan, incorporating adopted regional strategies, metrics and goals, and establishing how funds dedicated for regional investments pursuant to Metro Code Section 11.01.180 (the “Regional Investment Strategy Fund”) may be used;
7. Review and recommend to Metro Council for approval proposals from Local Implementation Partners to make investments from the Regional Strategy Investment Fund;
8. Develop and recommend to Metro Council for approval of guidance to Local Implementation Partners on the implementation of strategies to achieve regional goals and outcomes;
9. Monitor the implementation of the Regional Coordination Plan, including the financial investments by the Local Implementation Partners from the Regional Strategy Investment Fund; and
10. Perform other duties and functions that Metro Council may prescribe.

**Section 4. Relationship to Metro Council**

The SHS RPOC is an advisory committee to Metro Council.

**ARTICLE III  
MEMBERSHIP AND APPOINTMENT**

**Section 1. Composition of Committee**

The Committee is composed of 22 members, including local jurisdictions, homelessness experts, and other representatives:

*Voting Members*

Metro	3
Clackamas County	1
Multnomah County	1
Washington County	1
City of Portland	1
Cities of Clackamas County	1
Cities of Multnomah County	1
Cities of Washington County	1
Homeless services experts (including permanent supportive housing, shelter/transitional housing, recovery system, family system)	3
Coordinated care organization representative	1
Culturally specific services coalition representative	1
Housing/homeless services coalition representative	1
Business coalition representative	1
Justice system representative	1
<b>Total</b>	<b>18</b>

*Non-Voting Members*

State of Oregon agency representative from Oregon Housing and Community Services department	1
TriMet	1
Housing provider representative (e.g., Housing Authority or Community Development Corporation)	1
Representative from philanthropic organization	1
<b>Total</b>	<b>4</b>

**Section 2. Appointment of Members**

The Metro Council will appoint members to the Committee as set forth in Metro Code Section 2.19.280.

**Section 3. Alternate Members**

- A. Elected officials may have alternate members. The appropriate governing body that selected the appointed elected official will also select an alternate member in the manner set forth in Metro Code Section 2.19.280(f). A governing body is not required to select an alternate member.
- B. Alternate members will serve in a liaison role when the appointed elected official is unavailable to attend a regularly scheduled meeting. The alternate member is expected to provide updates to the appointed elected official and the alternate’s elected board or constituency regarding information obtained at the meeting at which the alternate attended in lieu of the appointed elected official.
- C. Metro Council will reassess the impact and necessity of alternate members no later than April 1, 2027.

**ARTICLE IV  
OFFICERS AND DUTIES**

**Section 1. Officers**

The only Committee officers are the chair and vice-chair.

**Section 2. Appointment of Officers**

The Metro Council appoints the chair and vice-chair, and each must be a Metro Councilor.

**Section 3. Duties of the Chair**

The chair will support and provide guidance on content and ideas to meet the committee goals, support decision making procedures, and help develop agendas and the Committee’s work program. More specifically, the chair may:

- Allow facilitators to lead discussions and keep the group to time/task.
- Participate in committee discussions and forming committee recommendations.

- Start and end meetings on time unless the group agrees to extend the meeting time.
- Provide guidance (if needed) on content and ideas to meet committee goals.
- Encourage consensus decision making.
- Lead discussions.
- Participate in development of meeting agendas, in coordination with Metro staff and facilitator.

**Section 4. Duties of the Vice-Chair**

In the absence of the chair, the vice-chair will assume the duties of the chair.

**Section 5. Officer Voting**

The chair, or vice-chair serving in the absence of the chair, are voting members.

**ARTICLE V  
MEETINGS**

**Section 1. Public Meetings Compliance**

The SHS RPOC is a public body and is governed by Oregon’s Public Meetings Laws, ORS 192.610 to 192.705. Oregon’s public meetings laws require that all meetings of governing bodies be open to the public, properly noticed, and accessible.

**Section 2. Quorum**

A quorum is a majority of the voting members (or designated alternates of the voting members) of the full Committee (10 of 22 members). A quorum is necessary for the conduct of business.

**Section 3. Frequency of Meetings**

The Committee will meet no less than quarterly and more frequently as determined by the Committee Chair.

**Section 4. Special or Emergency Meetings**

In the absence of a quorum at a regular monthly meeting or a special meeting, the chair may call a special or emergency meeting for deliberation and action on any matter requiring consideration before the next meeting. For any meeting called on less than 24 hours’ notice, the minutes must describe the circumstances justifying the emergency.

**Section 5. Remote and Hybrid Participation**

Committee meetings are intended to be held in person. The Committee may also conduct meetings in a hybrid format, allowing members to attend remotely via video or telephonic conferencing, provided that the remote connection allows real-time participation and does not impair public access or transparency.

**Section 6. Meeting Conduct and Expectations**

- A. Unexcused absence from regularly scheduled meetings for three consecutive months requires the chair to notify the appointing governing body with a request

for remedial action. In the case of the representative for the "cities" of Multnomah, Washington and Clackamas Counties, the chair will contact the largest city being represented to convene a forum of represented cities to take remedial action.

- B. Members should prioritize a regional perspective and alignment but also respect the need for local flexibility to meet local needs.
- C. The Committee will provide an opportunity for the public to provide comment on relevant issues, both agenda and non-agenda, at each of its regularly scheduled meetings.
- D. The Committee will establish and periodically review a community agreement, adopted by a majority vote of members. The community agreement must set forth shared expectations for respectful conduct, participation, and collaboration.
- E. All members are expected to uphold any adopted community agreement during Committee meetings and activities. The chair and any facilitator are authorized to reference community agreements in facilitating meetings and addressing conduct concerns.
- F. Failure to adhere to an adopted community agreement may be addressed through facilitative or restorative approaches, and, if unresolved, requires the chair to notify the appointing governing body with a request for remedial action.
- G. The Committee may establish other rules of procedure as deemed necessary for the conduct of business.

### **Section 7. Subcommittees**

As provided in Metro Code Section 2.19.050, the Committee operates as a committee of the whole and may not appoint subcommittees or otherwise create any advisory bodies, except that the Committee may create subcommittees of limited duration as provided in Metro Code Section 2.19.070(d). Any subcommittee meetings must be conducted consistent with Oregon public meetings law.

## **ARTICLE VI VOTING AND DECISION-MAKING**

### **Section 1. Voting Rights**

Each voting member as stated in Article III Section 1, has one vote. In the absence of the members, the alternate is entitled to vote.

### **Section 2. Voting Method**

The Committee may act by voice vote, roll-call vote, show of hands, unanimous consent, or other method authorized by the chair and consistent with applicable law and Metro Code. Members may not vote by proxy, absentee, vote by mail, or secret ballot. All votes must be recorded in the minutes.

### **Section 3. Required Vote**

A majority vote of the voting members is required for Committee action (10 of 18 voting members).

### **Section 4. Modified Consensus Voting**

The proposed decision-making process is modified consensus. Each member may cast one “3-2-1” vote per decision:

- A “3” vote: “Yes. I support the decision and support moving forward with the proposed action.”
- A “2” vote: “Yes. I support the decision, but with hesitation or caution; I support moving forward with the proposed action.” The voter is given the opportunity for more discussion if needed.
- A “1” vote: “No. I oppose this decision and have significant concerns about moving forward with the proposed action.” The voters are given the opportunity to explain their concerns and propose an alternative solution.
- A “3” or “2” vote is considered a “yes” vote and the majority vote prevails.

## **ARTICLE VII MINUTES**

- A. As a public body, the Committee is required to keep a record of its meetings pursuant to Oregon’s Public Meetings Laws. The Committee may use written minutes, audio, or video recordings as minutes. Written minutes are preferred. Minutes of the Committee’s meetings must include the members present, all motions, resolutions, votes taken, and the substance of any discussion.
- B. Metro staff will attend the Committee meetings and take notes as appropriate. If written minutes are used, staff will create the meeting minutes from the notes. Staff will share draft minutes with the Committee at least one week before the next regularly scheduled Committee meeting.
- C. Committee members will review the minutes, request changes as needed and then approve the minutes at the next Committee meeting.

## **ARTICLE VIII COMPLIANCE WITH STATE LAW AND METRO CODE**

The Committee and its members must comply with all applicable provisions of state law and Metro Code. This includes, but is not limited to public meetings law, public records law, ethics laws, and conflict-of-interest requirements. Nothing in these bylaws supersedes or replaces applicable law.

**ARTICLE IX  
STAFF SUPPORT AND RESOURCES**

Metro staff will provide the Committee with key policy and program information and context as needed. Metro will provide the facilities and support staff necessary to conduct the meetings and support Committee activities.

**ARTICLE X  
AMENDMENTS TO BYLAWS**

**Section 1. Authority to Amend**

Only the Metro Council has authority to amend these bylaws.

**Section 2. Amendment Process**

- A. Any Metro Council member may propose an amendment to these bylaws for consideration and adoption by the full Metro Council. In addition, any SHS RPOC member may propose a bylaw amendment to the full SHS RPOC for consideration by written notice delivered to all Committee members and alternates at least 30 days prior to any vote to recommend a bylaw amendment to the Metro Council.
- B. If a Committee member proposes an amendment, the full Committee may consider the amendment and recommend adoption of the amendment to the Metro Council. A vote for the recommended adoption of an amendment requires two-thirds of the Committee members who have voting rights.
- C. Any amendment that the Committee recommends for adoption must come before the Metro Council for adoption by the Council. The Council may approve, reject, or modify the amendment. The Metro Council will adopt amendments to these bylaws by resolution.

**Section 3. Effective Date of Amendments**

The effective date of any adopted bylaw amendments is the same as the effective date of the resolution that adopts them.