



Oregon

John A. Kitzhaber, Governor

Oregon Commission on Black Affairs
"Advocating Equality and Diversity"
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MINUTES (DRAFT)
Oregon Commission on Black Affairs
Saturday, August 18, 2012
9:00 AM-11:00 AM
Portland Community College Cascade Campus
Terrell Hall, Room 112
705 N. Killingsworth St., Portland, OR 97217

Attendees:

Chair: Absent
Vice Chair: Judge Kemp
Commissioners: Karol Collymore, James Manning, James Morris, Lorraine Wilson, Rep. Lew Frederick, Sen. Rod Monroe
Guests: Clifford Walker; Michael Alexander, Urban League; Nancy Harris
Staff: Lucy Baker, Nancy Kramer

I. Call to Order

The meeting was called to order at 9:02am by Vice Chair Kemp. A quorum was established.

II. Review and approval of agenda

MOTION (Monroe/Manning): To adopt the agenda as written. CARRIED.

III. Review and approval of OCBA 6/16/12 minutes

Edit: Page 2, 2nd to last paragraph, "as drafted"

MOTION (Collymore /Manning): To accept the Minutes as amended. CARRIED.

IV. Public Testimony

Clifford Walker read aloud a letter from the Governor terminating his appointment from the OCBA. Mr. Walker submitted the termination letter to the OAC staff for the record. Because no reason for termination was noted in the letter, Mr. Walker asked the OCBA to help him in determining from the Governor's Office for what reason his appointment to OCBA was ended.

The Commission thanked Mr. Walker for his comments.

The Commission welcomed Michael Alexander, incoming Executive Director of the Urban League of Portland. He thanked the Commission and is looking forward to

many meetings together with the OCBA. Mr. Alexander will officially be in the position as of the week of August 27, 2012.

The Commission thanked Mr. Alexander for his comments.

V. **Agenda Items for Discussion**

Commissioner Reports: there were no Commissioner reports.

OLD BUSINESS:

Adoption of proposed OCBA Bylaw changes – Vice Chair Kemp

- It was noted that Article IX, Section 1, Item B 2, was mistakenly removed and needs to added back in to the OCBA Bylaws. Nancy will do so.

MOTION (Monroe/Collymore): To approve the amended OCBA bylaws, leaving intact the revision of pg 9, Article IX, Section 1, Item B, part 2. CARRIED.

A copy of the approved Bylaws is appended as part of the minutes.

NEW BUSINESS:

OCBA Program and Priorities – Vice Chair Kemp

- The Commissioners had no suggestions regarding this document.

Committee Assignments

The Commission reviewed the Committee assignments. Vice Chair Kemp noted that Chair Dixon would like the committees to meet in September, November, January, and other months when the OCBA does not have a regular meeting and he will send out committee assignments shortly. He noted that The Outreach and Visibility committee would like the Commissioners to attend more community events, and frame the OCBA in a good light.

MOTION (Manning/Collymore): To accept Committee assignments as written. CARRIED.

Updates from OACs Joint Chairs meeting – Lucy Baker reported.

The Joint Chairs met in August to review issues being brought to the Commissions including:

BRIEFINGS ON HATE CRIMES PROTECTION INTERNSHIP: there have been three briefings on the results of Wes Garcia's internship on this issue.

- Senate Bill 44 concerning hate crimes went through committee but stopped in the Senate during the 2011 Legislative session. It was noted that this bill needs to be re-written for the 2013 regular Legislative session. There is also interest

in garnering support from the other three advocacy commissions and the community.

- It was noted that the new Attorney General, Ellen Rosenblum, has indicated interest in reframing SB 44.
- Proposed legislation must be submitted by September 17th, 2012.
- Lucy will monitor the DOJ's progress in drafting a new version of SB 44.
- During Lucy's report, Commissioner Wilson suggested that an additional internship be created to develop best practices as to how to turn a discussion on hate crimes protection into actual law. Commissioner Wilson and Senator Monroe will draft the talking points for this next internship.
- Wes Garcia was commended for his excellent final report. The OAC staff was asked to convey thanks to Frank Garcia for his support in this internship.
- Wes Garcia's final report will be posted to the OCBA website.

LEGISLATIVE CONCEPT PROPOSING A FIFTH ADVOCACY COMMISSION:

Representative Dembrow met with the joint chairs of the Commissions to discuss his interest in re-submitting his 2011 Legislative Concept to establish a Commission on Immigrant and Refugee Affairs that would be administered by OACO. He asked the Chairs to suggest alternatives to establishing a 5th Advocacy Commission that would address issues of immigrants and refugees and they suggested several including:

- Revise the OAC statutes to require one appointment per Commission to be an immigrant and/or refugee
- The annual Joint Forum would include a presentation or committee meeting on immigrant issues.
- Each regular Commission meeting agenda could include time for discussion on immigrant and refugee issues.

The Chairs asked Representative Dembrow to host a dialogue between the chairs and champions of the legislation in the immigrant community to further consider alternatives. OAC Staff worked with Representative Dembrow to invite the joint Chairs and the Center for Intercultural Organizing to the meeting.

INTERNSHIPS:

Commissioners will be invited to submit their ideas for future internships. These will in turn be distributed to colleges and law schools to help recruit interns. It was noted that Warner Pacific College may be interested in a joint internship with the Commissions and that Sen. Monroe has a connection there, and was also suggested that Senator Starr be consulted regarding internships.

THE GOVERNOR'S 10 YEAR PLAN: When OACO made its first funding presentation to the DAS Improving Government Funding Team, they provided feedback that it is important for the Advocacy Commissions to convey their

congruence to the 10 Year Plan for Oregon and its strategic areas (Health, Education, Safety, Economy and Jobs.). The OACO will work with Commissioners to develop a discussion toolkit that can be used by Commissioners when engaging other State agencies and Community partners around opportunities to collaborate with the Advocacy Commissions in these areas.

FUNDRAISING TRAINING: The Oregon Advocacy Commissions will be having their first fundraising training on September 26, 2012. All Commissioners will be invited. Handouts will be made available to anyone who is unable to attend.

The Commission thanked Ms. Baker for her report from the Joint Chairs.

Commissioner Wilson noted that she would like to attend all meetings arranged for the OCBA.

USE OF COMMISSION LETTERHEAD (deferred from June meeting): It was noted that this issue was already settled at a previous meeting and that it is appropriate for a Chair to use Commission letterhead when sending a letter regarding Commission business.

Approval of the Agency Request Budget (ARB) for 2013- 2015: The Commission received the draft of the budget and the short and long term plan sections of the ARB during July and August for review and comment. No changes were proposed.

MOTION (Collymore/Manning): Move to approve the OACO Agency Request Budget for 2013-15. CARRIED.

Yea: Collymore, Kemp, Manning, Morris, Rep. Frederick, Sen. Monroe Nay: Wilson.

OTHER BUSINESS:

Representative Frederick will attend the Congressional Black caucus September 18 – 20, 2012, and then attend the Democratic National convention in Charlotte, NC.

October 2012 will include the first International Day of the Girl celebration. Elizabeth Nye from Girls, Inc., contacted the Oregon Commission for Women originally. The Commissioners agreed they are in favor of supporting a request for a proclamation, to be signed by the Governor, for Oregon's first Day of the Girl.

Amber Starks is holding a Town Hall today (August 18, 2012) in North Portland.

VI. Adjourn

MOTION (Collymore/Monroe): To adjourn. CARRIED.

Meeting ended at 10:56am.

Oregon Commission on Black Affairs

BYLAWS

INDEX

| | |
|-------------|--|
| ARTICLE I | PURPOSE |
| ARTICLE II | COMMISSIONERS |
| | Section 1 Number of Members |
| | Section 2 Appointment of Eleven Members |
| | Section 3 Length of Term |
| | Section 4 Government Ethics Law |
| ARTICLE III | RESPONSIBILITIES OF THE COMMISSION |
| | Section 1 Monitoring Function |
| | Section 2 Identifying and Researching Problems |
| | Section 3 Liaison Role |
| | Section 4 Citizen Participation |
| | Section 5 State Agency for the Martin Luther King, Jr. Holiday |
| ARTICLE IV | OFFICES |
| | Section 1 Principal Office |
| ARTICLE V | MEETINGS |
| | Section 1 Public Access |
| | Section 2 Notice of Meetings |
| | Section 3 Regular Meetings |
| | Section 4 Committee Meetings |
| | Section 5 Special Meetings |
| | Section 6 Executive Session |
| | Section 7 June Meeting |
| | Section 8 Quorum |
| | Section 9 Dissent |
| | Section 10 Proxies |
| | Section 11 Attendance & Removal Governor's Appointee |
| | Section 12 Attendance - Legislative Appointees |

| | |
|--------------|--------------------------------------|
| ARTICLE VI | OFFICERS |
| | Section 1 Designation |
| | Section 2 Nominations |
| | Section 3 Election |
| | Section 4 Special Election |
| ARTICLE VII | STAFF & VOLUNTEERS |
| | Section 1 Commission Staff |
| | Section 2 Hiring |
| | Section 3 Responsibilities |
| | Section 4 Evaluation |
| | Section 5 Volunteers |
| ARTICLE VIII | DUTIES OF OFFICERS |
| | Section 1 Duties of Chairperson |
| | Section 2 Duties of Vice Chairperson |
| ARTICLE IX | COMMITTEES |
| | Section 1 Operational Committees |
| | Section 2 Standing Committees |
| | Section 3 Program Committees |
| | Section 4 Committee Chairpersons |
| | Section 5 Committee Membership |
| ARTICLE X | RULES OF PROCEDURE |
| ARTICLE XI | OREGON LAW |
| ARTICLE XII | AMENDMENTS, REVISIONS, AND REPEAL |

OREGON COMMISSION ON BLACK AFFAIRS BYLAWS

ARTICLE I – PURPOSE

The Oregon Commission on Black Affairs was created to work for the implementation and establishment of economic, social, legal and political equality for Blacks (African Americans) in Oregon. (ORS 185.410).

ARTICLE II – COMMISSIONERS

Section 1 – Number of Members

The Commission on Black Affairs shall be comprised of eleven (11) members. Two of the eleven commissioners shall be representatives from the Legislative Assembly.

Section 2 – Appointment of Eleven Members

Nine members of the Commission shall be appointed by the Governor and confirmed by the Senate. The President of the Senate and the Speaker of the House shall each appoint one Legislative member.

Section 3 – Length of Term

Members appointed by the Governor shall serve three-year terms. Legislators shall serve two-year terms.

Section 4 – Government Ethics Law

All Commission members must adhere to the Oregon Code of Ethics set forth in ORS 244.050. This code prohibits public officials from:

1. Using their position to obtain financial gain for themselves, members of their household, or any other business with which they or members of their household are associated;
2. Using confidential information received in their position for private gain;
3. Soliciting or receiving a promise of future employment for official action; or
4. Offering, Soliciting or receiving, during a calendar year, gifts totaling over \$50 in value, from any source with an economic interest in the public official's governmental agency.
5. Attempting to represent or represent a client for a fee before the governing body of a public body of which the person is a member.

ARTICLE III – RESPONSIBILITIES OF THE COMMISSION

Section 1 – Monitoring Function

The Commission shall monitor existing programs and legislation designed to meet the needs of Black (African American) Oregonians.

Section 2 – Identifying and Researching Problems

The Commission shall identify and research problem areas and issues affecting the Black (African American) Community and recommend actions to the Governor and the Legislative Assembly, including recommendations on legislative programs.

Section 3 – Liaison Role

The Commission shall maintain liaison between the Black (African American) Community and government entities.

Section 4 – Citizen Participation

The Commission shall encourage Black (African American) representation on state boards and commissions, and other task forces and committees.

Section 5 – State Agency for the Martin Luther King, Jr. Holiday

In 1986, the Commission was asked by the Governor to monitor the observance of the federal/state holiday for Martin Luther King, Jr. for the state of Oregon. The Commission shall carry out this role until the Governor rescinds or changes this request.

ARTICLE IV – OFFICES

Section 1 - Principal Office

The Commission is staffed by the Oregon Advocacy Commission Office. The principal OACO office is located in the city of Portland, County of Multnomah, State of Oregon.

ARTICLE V – MEETINGS

Section 1 – Public Access

All Commission meetings (regular and special) are open to the public. (See Attorney General's Public Records and Meetings Manual).

Section 2 – Notice of Meetings

Commissioners shall be given at least 10 days notice, in writing, of the date and place of each regular, adjourned or special meeting. (ORS 182.120)

Section 3 – Regular Meetings

A regular Commission meeting shall be held no less than bi-monthly (every two months). The general business and action of the Commission shall take place at regular meetings.

Section 4 – Committee Meetings

Committee meetings (operational, standing, and program) shall be scheduled as needed in accordance with the public meeting requirements.

Section 5 – Special Meetings

Special Commission meetings may be called at any time and place provided that fully adequate notice of the location and matter(s) to be discussed are given, so that interested persons may attend. The Chairperson, any three Commissioners, or the OACO Administrator, at the consent of the Chairperson, or any three Commissioners may call special meetings.

Section 6 – Executive Session

At any regularly called meeting, the Commission may (by majority vote) go into Executive Session and exclude there-from any and all persons, except Commissioners. Executive Sessions are subject to the Public Meeting Law. (See Attorney General's Public Records and Meetings Manual.)

Section 7 – June Meeting

The regular June Commission meeting shall be held in Portland, Oregon. Commissioners will elect a Chairperson and a Vice-Chairperson, evaluate the year's activities, and review the annual report to be submitted to the Governor, and set the date for a Commission Planning Meeting.

Section 8 – Quorum

At all regular and special Commission meetings, a quorum shall be a simple majority of Commissioners serving.

Section 9 – Dissent

A Commissioner, who is present at a Commission meeting at which official action is taken, shall be presumed to have assented to the holding of the meeting and action taken. Their dissent must be entered in the meeting minutes or filed as written dissent or objection with the person acting as meeting Recorder before the meeting adjourns. Such right of dissent shall not apply to a Commissioner who voted in favor of such action.

Section 10 – Proxies

All votes before the Commission must be personally cast and there shall be no votes by proxy.

Section 11 – Attendance & Removal Governor’s Appointee

The office of a Commissioner shall be vacated by the Governor if the member ceases to possess the qualifications required for appointment, to include status designations provided in ORS 182.0 10. In addition the Governor stated:

“Any member of a state board or commission appointed by the Governor who fails to attend two consecutive meetings of the board or commission, whether regular, adjourned or special, shall forfeit office unless the member is prevented from attending by the serious illness of a member or the family of the member or for any other cause that in the judgment of the Governor constitutes a valid reason for failing to attend. The Governor shall immediately appoint a successor.”

After a Commissioner has missed two consecutive meetings the Chair or designee will contact the commissioner concerning their intention to serve. The Chair or designee will report back to the full commission at its next meeting. If the member is absent again the Commission will vote as to writing a letter to the governor’s office requesting the removal of the Commissioner. Such removal will not relieve responsibility of past actions while on the Commission.

Section 12 – Attendance - Legislative Appointees

A Commissioner, appointed by the President of the Senate or the Speaker of the House, who fails to attend two consecutive meetings of the Commission shall forfeit his/her office, unless he/she is prevented from attending by legislative responsibilities or serious illness of himself/herself or his/her family, or for any other cause in the judgment of the President or Speaker constituting a valid reason for failing to attend.

ARTICLE VI – OFFICERS

Section 1 – Designation

The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Both the Chairperson and Vice Chairperson shall be Commissioners.

Section 2 – Nominations

Nominations for Chairperson and Vice Chairperson shall be made in April of each year. An official ballot shall be prepared and ballots shall be cast at the June meeting.

Section 3 – Election

The Chairperson and Vice Chairperson shall be elected by the Commissioners at the June meeting. Officers shall hold office for one year, July 1 to June 30, unless removed by a two- thirds vote of the Commission, and until their successors are elected. The Chairperson shall be limited to two consecutive one-year terms.

Section 4 - Special Election

A special election may be held to fill the positions of the Chairperson and/or Vice Chairperson, subject to limitations defined in Article 8 - Section 2 of these bylaws.

ARTICLE VII – STAFF & VOLUNTEERS

Section 1 - Commission Staff

The Commission shall be staffed by the Oregon Advocacy Commission Office.

Section 2 - Hiring

In accordance with Oregon law, the Commission, in partnership with the Oregon Commission on Asian and Pacific Islander Affairs, the Oregon Commission on Black Affairs, the Oregon Commission on Hispanic Affairs, the Oregon Commission for Women, and the Oregon Bureau of Labor and Industry, shall set for the qualifications of the OACO Administrator and appoint a qualified person, and may, subject to Oregon Revised Statute and administrative rules, employ other persons to provide such services as the commission shall require.

Section 3 - Responsibilities

The Administrator shall ensure the fiscal health and overall operation of the agency and the implementation of program goals. Duties include, (but are not limited to), an Administrator's report on her/his accomplishments at each of the Commission's regular meetings, fiscal monitoring, fundraising, grant writing, community networking, public relations, systems and legislative advocacy, general oversight of program services, liaison to the Commission, office administrator, and supervisor of any staff.

Section 4 – Evaluation

The Administrator will be evaluated by the appointing Committee six months after the hire date, and each year thereafter. The purpose of the evaluation shall be to communicate the assessment of the Administrator performance and to identify, performance or project priorities for the coming year.

Section 5 – Volunteers

As volunteer opportunities arise the commission shall utilize community volunteers to expedite its work.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1 – Duties of Chairperson

The duties of the Chairperson shall be to:

- A. Preside at all meetings of the Commission.
- B. Call special meetings, subject to “Special Meetings” rules.
- C. Appoint all operational, standing and program committee members and their respective Chairpersons, subject to the ratification of the Commission.
- D. Represent the Commission in its reports to the Governor, media and other agencies.
- E. Correspond on behalf of the Commission.
- F. Perform all duties necessary and incidental to the office, unless otherwise specifically delegated to another Commissioner or the OACO Administrator.

Section 2 – Duties of Vice Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, or in the event of the Chairperson’s inability to act. Should the Chairperson vacate the position of chair during his/her unexpired term, the Vice-Chairperson shall assume the position of Chairperson. The Vice-Chairperson shall also have the responsibility of coordinating and monitoring the activities of standing and program committees.

ARTICLE IX - COMMITTEES

Section 1 – Operational Committees

The names, composition, and duties of the operational committees of the Commission shall be designated or renewed at the first meeting of the fiscal year. Unless otherwise designated by the Commission, the following shall be Operational Committees: Executive Committee and Outreach and Visibility Committee.

- A. Executive Committee - shall consist of the Chairperson, Vice Chairperson, and the Outreach and Visibility Committee Chairperson.
 - 1. The Commission Chairperson shall preside at Executive Committee meetings. The Executive Committee shall also function as the committee responsible for developing, reviewing, and monitoring the Commission’s budget.
- B. Outreach and Visibility Committee - shall perform two distinct roles for the Commission:

1. Perform the role of outreach and visibility for the Commission by working with other commissioners to enhance the visibility and recognition of the Commission statewide.
 - a. The Outreach and Visibility Committee will formulate a statewide outreach strategy for the Commission to reach African American communities statewide.
 - b. The Outreach and Visibility Committee Chair will work with the Commission Chair, Vice-Chair and Administrator to coordinate efforts pertaining to whom, how and where the Commission's story is told. The Committee Chair will also submit the names of African Americans desiring to serve on state boards and commissions to the Administrator who will pass these on to the Governor's Appointment Secretary.
2. Solicit and submit names of African Americans to serve on state boards and commissions, task forces and other pertinent committees.

Section 2 – Standing Committees

The Commission, in keeping with its duties and purpose, shall have three standing committees: Advocacy, Research, and Legislative.

A. Advocacy Committee shall:

1. Develop strategies for monitoring and making recommendations to state agencies and other organizations to ensure that programs, processes, and procedures positively, or do not negatively, impact, social, legal, economic, and/or political equality of African Americans.
2. Review and report recommendations to the Commission regarding letters of complaint and general issues or matters (that affect African American Oregonians) that surface in the media or in other forums.
3. The Advocacy Committee will implement the actions and recommendations assigned by the Commission.

B. Research Committee shall:

1. Work with staff to ensure that the Commission is able to access statistics regarding the population of African Americans in the State of Oregon.
2. Conduct preliminary research on issues that are of concern to the Commission.
3. Make recommendations to the Commission regarding further research and/or communication with the Governor, Legislature, and city, county, and state agencies regarding the social, economic, legal or political status of African Americans.
4. Work with staff in the development, publication and distribution of the Commission's annual report.

C. Legislative Committee shall work with staff to:

1. Monitor and report the impact of specific legislation on Black (African American) Oregonians to the Commission.
2. Propose legislative concepts for review by the Commission.
3. Coordinate the Commission's testimony on specific legislation.
4. Carry out any other tasks assigned by the Commission.

Section 3 – Program Committees

The names, composition and duties of the program committees - with the exception of the Martin Luther King, Jr. Holiday Committee - shall be designated or renewed at the Commission's first meeting of the fiscal year. The Martin Luther King, Jr. Holiday Committee shall be responsible for annually contacting state agencies and other appropriate organizations regarding the acknowledgment of the Federal/State holiday.

Section 4 – Committee Chairpersons

The Commission Chairperson, subject to ratification of the Commission shall appoint committee Chairpersons. Committee Chairpersons terms is one year.

Section 5 – Committee Membership

Every Committee of the Commission shall have no less than two Commissioners, and a Commissioner shall serve as the Committee Chairperson. Depending on the needs of the Committee, from one to three members of the Community or representatives of other agencies or organizations may serve on a Commission Committee. Non-Commissioners may be recommended by Commissioners and shall be appointed by the Commission Chairperson, subject to the ratification of the Commission.

ARTICLE X – RULES OF PROCEDURE

Robert's Rules of Order shall govern commission meetings, unless other designated by the majority of Commissioners present.

ARTICLE XI – OREGON LAW

In the event any provisions of these by-laws are in conflict with Oregon Law, Oregon law shall be controlling.

ARTICLE XII – AMENDMENTS, REVISIONS, AND REPEAL

Amendments, revisions, and repeal of these Bylaws may be made by a majority vote of Commissioners at any annual, regular, or special meeting, provided that the notice of such meeting set forth that such amendment, revision or repeal will be considered at such meeting.

ADOPTION OF BY-LAWS

The by-laws were adopted at a meeting of the Commission members on August 18, 2012, at which a quorum was present, and received majority of the votes from the Commission members.