

District 4 Coalition Land Use and Transportation Committee  
Mission Statement and Charter (DRAFT)

**District 4 Coalition Vision Statement:**

Fostering a resilient and inclusive community through collaboration, kindness, and resourcefulness. Our coalition strives for effectiveness, respect, and unity in building a thriving district.

**Mission:**

The mission of the District 4 Coalition (D4C) Land Use and Transportation Committee (LUTC) is:

1. To promote community engagement and education about issues associated with land use and transportation infrastructure and how areas within District 4 are developed,
2. To learn how we, as a community, can best influence and communicate our vision of our neighborhoods to each other, to the City of Portland, and to any other organization that seeks a home in District 4,
3. To have an evolving understanding of what makes a livable, attractive, and healthy neighborhood and community.

**Responsibilities:**

To support the above mission, we will, as a committee, provide recommendations to the D4C Board of Directors about:

1. Community Engagement:
  - a. Facilitate community input and participation in land use and transportation planning processes.
  - b. Organize forums and workshops to educate and inform community members about relevant issues and initiatives.
  - c. Collaborate with community-based organizations on shared concerns.
2. Policy Advocacy:
  - a. Review and provide feedback on proposed land use and transportation plans, plans, and projects.
  - b. Advocate for the inclusion of community-driven solutions and equitable outcomes in land use and transportation decision-making processes.
  - c. Monitor and respond to emerging trends, opportunities, and challenges related to land use and transportation.
3. Capacity Building:
  - a. Support the development of resources, tools, and training to enhance the capacity of community members to engage in land use and transportation planning processes.
  - b. Foster partnerships with governmental agencies, academic institutions, nonprofits, and other organizations to leverage expertise and resources.
  - c. Appoint representatives to advisory bodies and work groups.
4. Sustainability and Equity:

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- a. Promote environmentally sustainable and equitable land use and transportation practices.
- b. Advocate for policies and initiatives that address climate change, reduce greenhouse gas emissions, and promote active and public transportation options.
- c. Encourage inclusive planning processes and policies that prioritize the needs of underserved and underrepresented community members.

**LUTC Membership:**

The membership of the D4C LUTC shall be composed of neighborhood association land use and transportation representatives and other related committee representatives approved by the LUTC. The LUTC shall strive to ensure that its membership, activities, and recommendations are reflective of the diversity of the District. The LUTC shall seek to engage and represent the perspectives of underrepresented and historically marginalized groups.

**LUT Committee Authority:**

The LUTC will be an advisory committee to the D4C Board of Directors. Each active land use and transportation committee representative will have one vote on the D4C LUT Committee. Decisions will be made by a vote of a majority of those present.

**LUTC Steering Committee:**

The agenda and standard operating procedures (SOPs) of the LUTC will be established by the LUTC Steering Committee. The LUTC Steering Committee will consist of any LUTC member in good standing who wishes to contribute to the work of the Steering Committee for the period of one year, the elected chair of the full D4C LUTC and the Executive Director of D4C or a designated representative of the coalition office. The Steering Committee may not exceed membership of 6 (20%) LUTC members. The Steering Committee will meet the week before the meeting of the full D4C LUTC.

Forms for SOPs and to show interest in adding an agenda item should be completed and submitted to the steering committee before their meeting.

Participation may change to accommodate agenda requests. However, it should not exceed 30% of LUTC full membership numbers.

**LUTC Chair:**

The full LUTC may elect a Chair through a majority vote of the committee present for the term of one (1) year. Advance notice at the prior meeting shall be given regarding the election of a Chair. The Chair will be the primary point of communication from the full LUTC to the Steering Committee and D4C staff. The Chair, or designee, shall be responsible for submitting regular

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reports and recommendations to the full Board of Directors for D4C for consideration and final approval or action.

**LUTC Meetings:**

The full LUTC will generally meet on the fourth Wednesday of each month, understanding that some dates may need to be adjusted, or meetings cancelled for holiday or other conflicts. Agendas will be set and sent out one week before the regular LUTC meeting, with new issues being added to the agenda as needed at the beginning of each meeting. Each regular LUTC meeting will be recorded with notes taken and written up by a rotating roster of volunteer note takers who are members of the LUTC. The notes will be sent out with the agenda a week prior to the regular meeting. The Steering Committee may decide to focus alternatively on transportation issues or call special meetings upon consultation by phone or e-mail with a majority of the Steering Committee members.

**Special Focus LUT Committees:<sup>1</sup>**

Special geographically specific or issue-specific committees may be established by vote of the full LUTC. These committees may be designated “Standing” Committees or Special Interest Committees for limited time duration by consideration and vote by the full committee, as needed or desired.

**Bylaws:**

The D4C LUTC shall operate in accordance with the bylaws of the District 4 Coalition and the policies and procedures established by the D4C Board of Directors. This Charter shall be reviewed and reassessed by the full D4C LUTC at least annually, and any proposed changes shall be submitted to the Steering Committee and to the D4C Board of Directors for approval. The LUTC Chair shall be responsible for communicating any changes in leadership to the D4C Board of Directors within three (3) business days of the change.

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<sup>1</sup> Special Focus LUT Committees must be composed of at least two LUTC members and be chaired by a LUTC board member. Community Committees must be composed primarily of community members elected by their neighborhood association or community groups and can be Chaired by any committee member. Neighborhood associations and community groups shall appoint representatives and determine voting rights ahead of the Committee meeting. Each organization on a Community Committee may have only one voting member.