Oregon Population Forecast Program: Rulemaking Advisory Committee

Operating Principles

This document defines the purpose of the Oregon Population Forecast Program’s Rulemaking Advisory Committee (RAC) and outlines its rules and operating procedures.

1. **Rulemaking Advisory Committee (RAC) Tasks**

   New legislation enacted by HB 2253 in July 2013 assigns the responsibility for preparing and coordinating county and city population forecasts used for land use planning with the Population Research Center (PRC) at Portland State University (PSU). Through the Oregon Population Forecast Program, PRC will issue a forecast for each city and county every four years.

   The purpose of the RAC is to provide recommendations to PRC and/or the Department of Land Conservation and Development (DLCD) for drafting rules for the Oregon Population Forecast Program that are required as part of the HB 2253 legislation. Under HB 2253, PRC and DLCD are required to work collaboratively in establishing program rules. The Committee will make recommendations to PRC and/or DLCD relating to the following three requirements:

   1. **HB 2253 - Section 2 (4):** The Center shall issue population forecasts for each area described in subsection (2) of this section not less than once every four years on a schedule established by rule of the State Board of Higher Education adopted in consultation with the Department of Land Conservation and Development.
   2. **HB 2253 - Section 2 (6):** A population forecast must forecast population for a 50-year period including: Forecasts for intervals, within the 50-year period, that are established by rule of the State Board of Higher Education adopted in consultation with the Department of Land Conservation and Development (DLCD).
   3. **HB 2253 – Section 2 (10):** The Land Conservation and Development Commission, in consultation with the State Board of Higher Education, shall adopt rules to implement the population forecasting program required by this section (see the proceeding paragraph for more details).

As noted above, the RAC role is to provide recommendations on the establishment of rules under Section 2 (4) and Section 2 (6). In addition, given member interest and expertise surrounding population forecasting related to land use planning, PRC will also solicit and consider committee members’ input on the additional topics as set forth below related to implementation of the Oregon Population Forecast Program. The recommendations will be considered by PRC and DLCD and it is intended that PRC and DLCD will use the recommendations in developing rules that will be adopted by DLCD in accordance with Section 2(10) of HB 2253.

   1. Outlining the parameters of the review period(s) and appeals process;
   2. Identifying forecast methodologies, and;
   3. Identifying and enumerating acceptable forms of data and relevant electronic files.
This is by no means an exhaustive list and additional items will be considered.

PRC will also seek RAC recommendations on the fiscal impact, if any, of any approved rule of the Oregon Population Forecast Program (under Section 2 (10) of HB 2253). More specifically, if the RAC finds that a potential rule will have significant adverse fiscal impact on small business (less than 50 employees), PRC will make decisions based on RAC recommendations for mitigating cost of compliance (ORS 183.333). In addition, PRC must consider RAC recommendations when developing the fiscal impact statement (ORS 183.540).

2. Members
RAC members were chosen because of their interests, land use expertise, and their previous involvement in Oregon’s population forecasting initiatives through the Population Forecast Work Group formed by the DLCD in 2011. Members of this committee include:

- Jon Chandler, Oregon Home Builders Association
- Erin Doyle, League of Oregon Cities (LOC)
- Jason Jurjevich, PRC
- Mia Nelson, 1000 Friends of Oregon
- Mark Nystrom, Association of Oregon Counties (AOC)
- Risa Proehl, PRC
- Brandon Reich, Marion County
- Bob Rindy, DLCD
- Simon Skiles, Confederated Tribe of Siletz Indians
- Damian Syrnyk, Oregon Planning Association and City of Bend
- Kanhaiya Vaidya, Oregon Office of Economic Analysis
- Dennis Yee, Metro

3. Meetings and Schedule

Attendance
Members of the committee are expected to make a good faith effort to attend all meetings. Any member may withdraw from the committee at any time. Communication about the reasons for withdrawing, if related to the process, would be appreciated.

Meetings
It is expected that the group will meet a total of three times:

- 1st meeting held December 17, 2013, 9:00 a.m. at the League of Oregon Cities in Salem, Oregon.
  - See meeting minutes
- Alternate Coordinated Forecast Groups by County and proposed OARs distributed by email to committee members, January 14, 2014
- 2nd meeting, held at 11:00 a.m. January 24th, 2014 at the League of Oregon Cities in Salem, Oregon.
Discuss proposed Oregon Population Forecast Program rules.
Discuss Alternate Coordinated Forecast groups.
3rd meeting, scheduled for 12:00 p.m. on February 2014 at the League of Oregon Cities
RAC will discuss and make final recommendations on the Oregon Population Forecast Program rules.

Since most members of the committee are located outside of the Portland metro area, we will poll members to find out if meeting in Salem is more convenient. Members unable to attend the meetings in person will be able to participate via phone conference.

Structure
The members of the committee are working together to achieve a mutually acceptable outcome that satisfies, to the greatest degree possible, the requirements of the law (HB 2253) and the interests of those affected by the rules. Each member has an equal duty to provide constructive feedback on technical aspects of the proposed rules for the Population Forecast Program. Proposed meeting agendas will be drafted by PRC and circulated in advance of meetings, and agreed to or revised at the beginning of each meeting.

4. Decision Making and Consensus
Consensus
The committee will make its recommendations by consensus. Consensus is defined as “all committee members can live with the recommendation.” All recommendations and materials will be reviewed and discussed by the committee before being forwarded to PRC and DLCD for consideration.

Decision Making
The RAC is intended to be an advisory panel only and as such, members will not engage in formal voting. The Chair of the group will seek to establish consensus around the identified topics and provide a written summary of the committee’s recommendations to PRC and DLCD.

Good Faith
All members agree to act in good faith in all aspects of the collaborative effort. As such, members will consider the input and viewpoint of other participants and conduct themselves in a manner that promotes joint problem solving and collaboration. Acting in good faith also requires that:

1. Specific proposals made in open and frank problem solving conversations not be used against any other member in the future;
2. Personal attacks and prejudiced statements are not acceptable;
3. Individuals not represent their personal or organization’s views as views of the Committee;
4. Individuals express consistent views and opinions in the Committee meetings and in other forums, including contacts with the press; and
5. Individuals with process concerns will raise them in the group and not via the press and/or other public forums.