

PARTICIPATORY BUDGETING EVANSTON



RULEBOOK
2022/2023



PARTICIPATORY BUDGETING

RULEBOOK

This rulebook was developed by the Participatory Budgeting Steering & Leadership Committees with assistance from City of Evanston staff, Northwestern University, and Participatory Budgeting Evanston. This rulebook is based on best practices from other participatory budgeting process rulebooks and tailored to the specific needs of the Evanston community based on the Steering & Leadership Committees' understanding of community needs, issues, and interests. This rulebook is a living document that will be continuously improved with community members as the participatory process unfolds in the current and future years.

WHAT IS PARTICIPATORY BUDGETING?

Participatory Budgeting (PB) is a democratic process in which community members directly decide how to spend part of a public budget. PB gives people decision-making power on how to spend public money. The process was first developed in Brazil in 1989, and there are estimated to be over 7000 participatory budgets around the world (Dias & Julio, 2019).

PARTICIPATORY BUDGETING IN EVANSTON

In 2021, the Evanston City council allocated \$3 million in American Rescue Plan Act (ARPA) funds for a participatory budgeting program to educate and involve residents in allocating ARPA funding, with a focus on under-resourced residents. ARPA funds provide support for a single participatory budgeting cycle.

PARTICIPATORY BUDGETING COMMITTEES

The City Council’s PB Committee selected the Steering Committee and Leadership Committee through an open call and targeted outreach to Evanston stakeholders. Members of the PB Steering Committee were selected to ensure representation of diverse members of the community based on ward, race, gender, and age and to support outreach and implementation of the participatory budgeting process. The Leadership Committee included qualified members who were not selected for the Steering Committee. The Steering Committee met to draft the rulebook, while both the Steering and Leadership Committee provided input, proposed changes, and voted to approve the rulebook.

Steering & Leadership Committee		Leadership Committee
Evangeline Su	Ward 1	Andrew Ginsberg
Jackson Paller	Ward 1	Arleigh Truesdale
<i>vacant*</i>	Ward 2	John Cleave
<i>vacant*</i>	Ward 3	Jean Cunningham
Miah Ebels Duggan	Ward 4	Jeffrey Jay Korman
Belva Hill	Ward 5	Jonathan Gewurz
Melissa Raman Molitor	Ward 6	Leonard Lamkin
Ann Stoner	Ward 7	Larry McMahon-Padolski
Jerri Garl	Ward 8	Paula Scholl
Kathy Hayes	Ward 9	Simon Welling
Betty Hayford & Suzanne Calder	League of Women Voters	
Paula Danoff & Ellie Hazlett	Evanston Arts Center	
Ruth Curry & Adam Goldsmith	NU Center for Civic Engagement	

* Some positions currently vacant due to attendance requirements.

PRINCIPLES: HOW WE WORK

We strive to implement participatory budgeting according to the following principles:

1. EQUITY

Using an equity lens, PB will engage diverse perspectives in budgeting decisions and with a focus on connecting with residents who experience the highest barriers to civic participation.

2. DEVELOPMENT & IMPACT

We aim to bring community-led, ARPA-eligible proposals to high-need areas of the city.

3. PARTICIPATION

The process should be designed to promote broad participation.

4. OPEN DEMOCRACY

Empower the community to have greater control over government decision-making through allocation of ARPA funds.

5. BUILD COMMUNITY

The process should build new relationships between community members.

6. BUILD TRUST IN LOCAL GOVERNMENT

The process should build understanding, trust, and alignment between the community and government.

We ask everyone involved with participatory budgeting in Evanston to work according to these principles.

TIMELINE: WHAT HAPPENS WHEN?

The PB process involves a series of meetings and decisions that feed into the city’s ARPA budgeting process and fit into four main phases: Idea Collection; Proposal Development; Expos and Public Voting; and Implementation. The cycle will take place from October 2022 to October 2023. The timeline includes one (1) month latitude or leeway to ensure flexibility.



IDEA COLLECTION

Community members gather to learn about community needs, the budget and share ideas at community assemblies, meetings and digitally in a variety of ways including through the PB Platform. In addition to sharing ideas people are asked to volunteer as budget delegates.

PROPOSAL DEVELOPMENT

Volunteer budget delegates will work together with city staff and experts to take the ideas from the Idea Collection phase and develop these into concrete proposals that can be put on a ballot.

EXPOS AND PUBLIC VOTING

Final proposals are presented to the community at proposal expos and put on the ballot for the vote. Voting happens over a period of weeks at city offices, various community locations, and digitally through the PB Platform. Proposals with the most votes are funded until the funds expire.

IMPLEMENTATION

The proposals with the most votes are implemented through the city’s usual process of procurement. City staff keep the community informed on the progress of winning proposals and

may call upon committee members and budget delegates to help with any additional community input or outreach.

PROPOSAL ELIGIBILITY

- Proposals must address COVID-19 recovery and be eligible for funding under the American Rescue Plan Act (ARPA). The U.S. Treasury Department provides details and specific guidance to state and local governments as to eligible uses of ARPA funding, see [Coronavirus State & Local Fiscal Recover Funds: Overview of the Final Rule](#), pages 12-40. Four eligible use categories have been identified for State and Local Fiscal Recovery Funds (SLRF):
 - **Replacing lost public sector revenue**, using this funding to provide government services up to the amount of revenue loss due to the pandemic.
 - **Supporting the COVID-19 public health and economic response** by addressing COVID-19 and its impact on public health as well as addressing economic harm to households, small businesses, nonprofits, impacted industries, and the public sector. In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a proposal that responds to that impact.
 - **Providing premium pay for eligible workers performing essential work**, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
 - **Investing in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.
- Proposals must justify how they achieve equity outcomes by meeting the needs of impacted and disproportionately impacted people, households, businesses, non-profits, and industries. Examples in the pages listed above, see [Coronavirus State & Local Fiscal Recover Funds: Overview of the Final Rule](#) pages 12-40 for examples.

RULES: HOW DOES PARTICIPATORY BUDGETING HAPPEN IN EVANSTON?

Evanston’s participatory budgeting includes the entire community, defined as anyone with a meaningful connection including those who live, work, own a business, go to school, or have a child who goes to school in Evanston.

IDEA COLLECTION AND BUDGET DELEGATE RECRUITING

Who can propose ideas?

- Anyone can submit ideas.
- There is no minimum age to submit ideas.

How will ideas be collected?

- Ideas can be submitted at idea collection assemblies, idea collection popup events, digitally through the PB Platform, and any additional ways that the city may choose to implement.

What type of idea collections events will be held?

- The city will hold at least 5 idea collection events.

Additional targeted outreach?

- Idea collection events should include at least 3 events focused on engaging underrepresented populations, such as youth, non-English speakers, and Black and Latinx communities, to attract budget delegates that are reflective of community demographics and include people who are not yet engaged. These events may take place at shared meetings of community organizations, churches, and civic associations.
- The city will hold at least 2 mobile popup events focused on reaching underrepresented populations.
- The city will conduct digital outreach and engagement efforts to underrepresented populations.

What idea collection event logistics are required?

- Idea collection events are facilitated by the leadership committee members, volunteers, and City PB staff.

- At least 5 idea collection assemblies will provide food, childcare, travel, and interpretation services to support underrepresented members, after consulting with PB manager.
- Where appropriate provide materials in Spanish & interpretation.

PROPOSAL DEVELOPMENT

Proposals are developed by volunteer budget delegates working on specific issue committees with city staff.

Who can volunteer to develop proposals?

- Anyone with a meaningful connection to Evanston can serve as a budget delegate.
- Delegates must be at least 14 years old.
- Delegates under 18 require a sponsor, such as a parent, teacher, staff from youth serving organization, etc. to ensure they have sufficient support to participate (also see *special demographic affinity committees*).

How are committees created?

- City staff and the Steering Committee will decide which issue committees are created, based on the ideas proposed by the community at large. Potential issue committees may include but are not limited to: Transportation, Streets, Public Safety, Parks, Arts, Schools & Libraries, Sustainability and Housing.

How do delegates join issue committees?

- Budget delegates are required to attend an orientation or watch an orientation video.
- Budget delegates must sign a written agreement to join the issue committee by the second budget delegate meeting on March 11.

How are special demographic affinity committees created?

- Budget delegates who face major obstacles, due to inequity, to participating in issue committees may form a special demographic affinity committee. Demographic affinity committees are meant to ensure maximum participation from community members who might not otherwise participate, not to divide or separate sectors of the community. Potential demographic affinity committees may include but are not limited to: Youth, Seniors, and Non-English-Speaking Communities.

- At least 4 delegates must sign up before a demographic affinity committee can be formed.
- Special demographic affinity committees may produce up to 2 budget proposals for the ballot. A demographic affinity committee may also submit feasible recommendations to issue committees, with the expectation that, if the recommendation is not taken, issue committees will engage in discussion with the demographic affinity committee. Demographic affinity committees may meet as parties deem necessary with issue committees at budget delegate meetings or otherwise scheduled meetings.

What facilitation is required?

- Each issue committee must have 1-2 members who have received facilitation training in person or via video.

How will proposals be prioritized?

- Delegates will prioritize proposals based on community need, impact, equity, & feasibility, including the timeframe and budget.

How will proposals be vetted?

- Proposals must include required implementation info including description, how the proposal helps recover from the harms of COVID, cost, who benefits, and who completes the proposal.
- Proposals must be sent to staff by the deadline.
- Proposals will be developed through a 3-stage vetting process to minimize the total number of proposals:
 - Stage 1: delegates submit 500-word summary, not to exceed 40 total proposals. Staff and subcommittees of the PB Steering Committee provide general feedback but no binding determination. Implementation partners and public agencies must submit prequalification application and letter of interest on/before first stage review. First stage review is required.
 - Stage 2: submit a maximum of 30 fully eligible proposals to the PB Steering Committee. The PB Steering Committee screens for eligibility and forwards to the city for full vetting. city staff provide extensive feedback and revision requests. If needed, staff & the PB Steering Committee members and budget delegates discuss eligibility determination and seek avenues to improve proposal. The City Manager, City Attorney, or their

delegates make the final determination of ARPA & legal eligibility. Ineligible proposals may not be further developed.

- Stage 3: delegates and public agency representatives submit a maximum of 2 proposals from each issue committee and demographic affinity committee. Proposals must be eligible / revised proposals including final ballot language, poster photos, etc. for staff for consideration. City staff notifies the Steering Committee and Budget Delegates of final ballot determinations. The City Manager and City Attorney or their delegates determine final ARPA & legal eligibility.
- The PB Steering Committee determines the number of proposals per committee for each stage of vetting and for the final ballot, but not individual proposals.
- Proposals may not be altered or combined after final review except under extraordinary circumstances determined by the City Manager or their delegates.

What support will be provided to budget delegates?

- Steering & Leadership committee members will attend budget delegates meetings to provide support for development and assessment.
- City staff will provide feedback and cost information and other necessary information for developing proposals.

PROPOSAL EXPOS

How are proposals shared before voting?

- Proposal expos will be held where budget delegates will present their proposals to the community and get feedback. These events include an opening presentation and a science fair style exposition where committees display their proposals with visual aids (e.g., poster displays or videos).
- Proposals will be posted online.
- Proposals may also be presented at community events and info sessions.

How many proposal expos will be held?

- At least 2 proposal expos will be held.

What proposal expo logistics are required?

- The steering committee will determine the location and timing of proposals expos.
- Proposal expos may be held before or concurrently with voting.
- At least 2 proposal expos will provide food, childcare, travel, and interpretation services to support underrepresented members, after consulting with PB manager.

VOTING

Who is eligible to vote (age, residence)?

- People with a meaningful connection to the community are eligible to vote.
- People must be at least 14 years to vote for proposals.

What identification is required?

- At the time of voting, voters must satisfy the eligibility requirements by completing an affidavit.

How long will voting take place?

- To facilitate broad participation, the city will hold digital voting for at least 2 weeks.

Where will voting take place?

- One or more voting assemblies.
- Electronic voting at city facilities, using a laptop or mobile device.
- Mobile popup events near underrepresented populations.
- Online voting will be explored by committees, staff, technical assistants and volunteers.

Targeted outreach?

- Additional prioritized outreach to marginalized communities is also encouraged.

What translation will be provided?

- Voting materials will be translated into the 4 most represented languages.

What requirements are there for voting administration?

- All voting sites will be administered by staff or volunteers (including budget delegates and committee members) who have completed poll worker training.
- All voting locations will use a standardized system of voter and ballot tracking.
- Copies of campaigning guidelines must be provided at each poll site.
- Participants must abide by campaign guidelines set by the steering committee and city manager.
- Access to proposal materials will be available at voting sites.

What voting algorithm?

- The voting algorithm will be explored by the committees, staff, technical assistants and volunteers.

What happens in the event of a tie?

- The PB Steering Committee will resolve a tie in collaboration with city staff. This may include attempting to draw additional funds to fund both proposals or fund the proposal that costs the least.

IMPLEMENTATION

- After the vote, the winning proposals will be submitted to the Council and staff for implementation.
- City staff will keep residents updated on implementation progress.

AMENDMENTS

- The Steering and Leadership Committees will review and modify the rulebook as needed at the end of each PB cycle, during planning for the (possible) next cycle.
- In the case of urgent issues that cannot wait until the end of the current cycle, the Steering committee may make changes via a two-thirds majority vote. Reasonable prior notice of the proposed change will be given to the Steering & Leadership Committee.

ROLES AND RESPONSIBILITIES: WHO DOES WHAT?

There is a role for everyone in participatory budgeting, but different people have distinct roles and responsibilities, based partly on their stake in the community and their time commitment to the process. We encourage every community stakeholder to both participate and encourage others in the community to participate.

COMMUNITY MEMBERS

Anyone can participate, even if only attending a single meeting.

- Attend an idea collection event and/or proposals expo
- Identify local issues and needs
- Propose ideas
- Volunteer to be a budget delegate
- Provide input and feedback on proposals
- Learn about proposals through the website, social media, and proposals expo
- Ask budget delegates to explain their decision-making process
- Vote on proposals
- Monitor and provide feedback on proposal implementation
- Participate in evaluation of the process
- Encourage friends and neighbors to participate in PB Evanston

BUDGET DELEGATES

Budget Delegates do the critical work of developing ideas into full proposals.

Training

- Put the needs of the community above their personal interests
- Learn about the participatory budgeting process
- Attend a budget delegate orientation AND a proposal development workshop

Develop proposals

- Identify local problems and needs
- Discuss and prioritize initial ideas, based on need, impact & feasibility when deciding which proposals to advance
- Consult with community members on proposals
- Determine proposal eligibility prior to development, with assistance from the PB Steering Committee and staff
- Consult with staff on feasibility and cost
- Develop full proposals, including accurate and precise implementation budgets
- Discuss and prioritize final proposals

Communication

- Prepare proposal posters and presentations
- Explain decision-making through documentation and communication with the PB Steering committee and community
- Serve as spokespeople for citywide and local media, when called upon
- Communicate delegate concerns and ideas to the PB Steering Committee

Outreach

- Participate in 1 or more proposal expos

Monitoring and evaluation

- Participate in monitoring and evaluation of the PB process

BUDGET DELEGATE FACILITATOR RESPONSIBILITIES

Facilitators help residents participate effectively in idea collection assemblies and Budget Delegate meetings. They are neutral parties that do not advocate for proposals.

Training

- Attend at least one facilitator training

- Remain neutral throughout the process and work to ensure equity and that PB principles are adhered to

Support delegates

- Assist budget delegates in finding meeting places
- Facilitate group meetings and ensure that all participants can contribute
- Support delegates with the tools they need to research, assess, and develop proposals, based on criteria that include feasibility, need and impact
- Strive to keep delegates engaged throughout the entire process
- Manage budget delegates and ensure that proposals are developed on time

Communication

- Ensure notes taken at meetings and distributed afterward
- Serve as main point of contact between city staff and budget delegates, help coordinate communication and resolve conflicts
- Connect delegates with information and resources

PARTICIPATORY BUDGETING STEERING & LEADERSHIP COMMITTEES

The PB Steering & Leadership Committees meet regularly to provide oversight and assist with planning throughout the cycle. Committees are composed of community-based organizations, institutions, community leaders, and former Budget Delegates to manage PB locally. The PB Steering Committee should be representative of the entire city, both geographically and demographically.

Rulebook

- Develop, review, and revise the PB rulebook.

Implementation

- Organize or volunteer for 2 or more idea collection assemblies or more voting events
- Help identify locations for idea collection, project expos, and voting with city staff
- Provide orientation to new committee members

- Categorize project ideas and conduct preliminary review of ideas for eligibility
- Make initial eligibility recommendations of 20 project proposals during Second Stage Vetting and submit proposals and recommendations to City staff
- Assist staff in preparing voter-recommended project priorities for City Council consideration

Outreach

- Conduct outreach to mobilize broad, inclusive, and proportional community participation
- Conduct outreach to community partners
- Organize or volunteer for 2 or more outreach events
- Distribute promotional materials
- Recruit volunteers for outreach, assemblies, and vote week
- Promote PB through social media and networks using protocol
- Encourage PB for other budgets

Communication

- Provide feedback to staff and advocate on behalf of the community with council and staff
- Meet with City Manager, staff, and Budget Delegates if concerns arise over project proposal vetting determinations
- Communicate with budget delegates and ensure proposal development is in accordance with process goals

Monitoring and evaluation

- Participate in monitoring and evaluation of the PB process

Governance

- Steering/Leadership Committee members with 3 absences from regular Steering/Leadership Committee meetings in a 12-month period shall be disqualified and replaced by an alternate. For organizational members, attendance of a secondary representative shall not be considered an absence). The PB Manager shall contact member civic organizations or at-large members with two unexcused regular meetings absences. Enforcing attendance rules shall be the responsibility of the Steering/Leadership Committee chair.

- Steering Committee meetings are held in compliance with the open meeting requirements. Whenever possible, the Steering Committee will make decisions by consensus. If consensus is not reached, decisions will be made by a formal vote and approved only by a quorum.
- PB Steering Committee civic organization members must provide name(s) and contact information of their representative(s) to the PB Manager via the application process. Organizational members have the option to nominate a secondary representative. If the civic organization's primary representative cannot attend, the named secondary representative must.
- All members (primary or secondary) must submit the City's Conflict of Interest Form. PB Steering Committee members who do not submit a Form shall be disqualified from the PB Steering Committee and replaced by an alternate, as designated by the City Council.
- An updated list of individuals and organizations who serve on the PB Steering Committee can be reviewed on the City's website.

COMMUNITY PARTNER

Community partners such as community-based organizations and individual community members help implement the PB process.

- Help increase awareness of the process
- Conduct outreach with the aim of collecting ideas and increasing participation in underrepresented communities, as coordinated by staff
- Help facilitate assemblies and committee meetings
- Help secure venues for meetings
- Provide input to develop proposals
- Advocate for constituents and support their involvement
- Participate in evaluation of the PB process

CITY PB STAFF

City PB staff support the PB process including the PB Manager and PB Coordinator.

Outreach, marketing & communications

- Prepare and distribute educational and promotional materials
- Recruit and coordinate volunteers
- Provide communications support including templates, website updates, and other city communication tools (neighborhood hot sheets, media releases, online events calendar)
- Raise awareness and facilitate involvement from other city departments

Logistics

- Help arrange food and logistics for assemblies and meetings
- Reserve spaces for assemblies and meetings
- Develop and implement process according to steering committed goals
- Coordinate and oversee voting in collaboration with the leadership committee
- Provide support to the PB Steering Committee

Proposal development support

- Manage the City PB website and online submission
- Provide feedback and technical assistance on project proposals
- Determine eligibility of projects in collaboration with city agencies and staff
- Provide data on neighborhoods and districts

Communication

- Serve as liaison between council, staff, PB Committees, budget delegates, and public during all stages of the PB process
- Enforce board rules for the PB Steering Committee
- Deliver final PB decisions to the city
- Provide updates on project implementation status

Monitoring & Evaluation

- Help monitor proposal implementation with support of staff

- Monitor PB budget funds
- Coordinate monitoring and evaluation of the PB process with evaluators
- Collaborate to increase effectiveness of process
- Determine administrative costs
- Oversee any changes to vetted projects

Compliance

- Present implementation analysis and plan for voter-recommended project proposals to the Council for consideration
- Ensure alignment with city policies on technology, freedom of information, communication, protocol, etc.

Finances

- Approve expenses for PB implementation

CITY DEPARTMENT & DIVISION RESPONSIBILITIES

[City Departments and Divisions](#) support proposal development and implementation.

Supporting information

- Attend agency information sessions to provide Budget Delegates with feedback on proposed projects
- Provide Budget Delegates with relevant background information about their agency and about eligible projects
- Provide cost estimates for all project proposals

Vetting

- Assess feasibility of all project proposals
- Offer feedback on all project proposals
- Work with Budget Delegates improve feasibility of projects

Implementation

- Implement winning projects

- Work with staff to ensure funded projects are included in the budget and provide regular updates to residents

Communication

- Provide updates on project implementation status
- Provide a liaison to attend delegate meetings

CITY COUNCIL RESPONSIBILITIES

Allocate resources for PB

- Allocate funding for residents to decide how to budget
- Allocate funding for PB staff including the PB Manager and PB Coordinator who manage the process and outreach
- Allocate funding for the technical assistant and PB platform
- Allocate funding to implement PB
- Provide staff support for committees and events
- Work with staff to recruit and train volunteers and interns

PB Steering committee

- Appoint the PB Steering Committee
- Approve the Rulebook
- Make recommendations to the council on PB allocations

Monitoring

- Receive updates from the PB Manager on progress

Approve projects

- Approve funding of proposal prioritized by voters
- Attend funding announcement at end of PB process

TECHNICAL ASSISTANTS

- Prepare educational and promotional materials
- Conduct training for staff and participants
- Offer technical assistance on the PB process
- Coordinate evaluation of the PB process
- Prepare written reports and data summaries of the process
- Help establish PB Evanston online presence and resources

GLOSSARY OF PARTICIPATORY BUDGETING TERMS

Included below are some common terms and definitions that we use during the process.

Allocate: To distribute funds for a specific reason.

Budget Delegates: Volunteers from the community who do the work necessary to turn ideas into project proposals for the vote.

Capital Budget: Funds used in the City to build or improve physical spaces like schools, streets, parks, libraries, community centers and other public spaces. Capital funds can only be used for physical infrastructure projects that will last at least five years, cost at least \$50,000 and benefit the public. For example, repairing a basketball court in a public park would be a capital project. However, repairing a basketball court in your backyard would not be a capital project because it would not benefit the public. Similarly, paying for staff and referees to run a basketball league would not be a capital project because it would not be an improvement to physical infrastructure.

City Department & Division: Government entities that implement city projects and uphold the standards and ordinances of their respective fields.

Demographic Affinity Committee: A special budget delegate group created to make participation in proposal development more equitable.

Empowerment: Giving power or authority to a person or group.

Equality: Being equal in rights, status, and opportunity.

Equity: Equity is a broader concept than equality. It is not just about equal numbers, but is concerned more with fairness, justice, inclusion, and recognition of systemic oppression. A history of unequal investment has led to a city with an unequal distribution of resources. Equity is the proactive response to this opportunity gap, to ensure all can participate, prosper, and reach their full potential.

Expense Budget: Pays for the day-to-day operating costs of the city, such as the salaries of teachers and police officers, supplies, contracted services with non-profits and debt service. This is like a household's annual budget that includes food, clothing, and childcare.

Facilitator: Someone who helps a group of people understand their common objectives and achieve them, without taking a particular position in the discussion.

Idea Collection Assembly (also Neighborhood Assembly): Informational sessions where community members brainstorm ideas to improve the city. These ideas then get passed along to budget delegates, who develop concrete proposals for the PB vote.

Implementation: The process of putting a decision or plan into effect.

Inclusion: The act of including something, someone, or a group of people; making sure that everyone's voice is heard.

Infrastructure: The basic equipment and structures (such as roads, school buildings, parks) that are needed for a city to function.

Marginalized Groups: A group that is treated as insignificant or peripheral.

Mobile Event: See *popup event*.

Mobile Voting: Voting that happens on location in high traffic areas that are accessible to the community; typically held over short periods of time 2-3 hours.

Participator Budgeting Committee: A city council committee that oversees the PB process and makes recommendations to the city council.

Participatory Budgeting Steering Committee: A committee of volunteers that drafts the PB Rulebook. Steering committee members are selected by the PB Committee to balance representation by ward, race, age, and gender.

Participatory Budgeting Leadership Committee: A committee of volunteers that votes on the PB Rulebook and implements the PB process. All PB Steering Committee members are also members of the PB Leadership committee.

Popup Event (also Mobile Event): An idea collection or voting event conducted with minimal equipment, for example, with a table and clipboard, at locations such as sidewalks or community centers, to reach more people. Mobile voting can engage more people of color, low-income individuals, and immigrants than voting at the city offices or voting assembly.

Proposal Expo: Community gathering where budget delegates share their project proposals with their communities. Often resemble science fair type events with volunteer made visual presentations.

PB Platform: A digital platform where residents can get information on PB and participate including submitting project ideas, working on project proposals, and voting.

Participatory Budgeting (PB): A democratic process in which community members directly decide how to spend part of a public budget.

Transparency: Openness and honesty about the way decisions are made.

REFERENCES

Dias, N. & Julio, S. (2019). The next thirty years of participatory budgeting in the world start today. In N. Dias (ed.). [Hope for Democracy: 30 years of participatory budgeting worldwide](#). Epopeia Records, Oficina.