

BY-LAWS OF THE ADVISORY COMMISSION ON PRISON TERMS AND
PAROLE STANDARDS, A COMMISSION ORGANIZED UNDER THE LAWS
OF THE STATE OF OREGON

ARTICLE I – ORGANIZATION

- a. The name of the organization shall be Advisory Commission on Prison Terms and Parole Standards (hereafter “Commission”).
- b. Authority for the Commission is established by Oregon Revised Statute (ORS) 144.775 – 144.787.

ARTICLE II – PURPOSE

- a. The Commission shall propose to the State Board of Parole and Post-Prison Supervision (Board of Parole) and the Board of Parole shall adopt rules establishing ranges of duration of imprisonment and variations from the ranges for felony offenses prior to release on parole.

ARTICLE III – MEMBERSHIP

- a. The Commission shall serve without pay and consist of equal numbers of Board of Parole members and circuit court judges appointed by the chief justice of the Oregon Supreme Court.
- b. The legal counsel to the governor will serve as an ex-officio member and shall not vote unless necessary to break a voting deadlock.
- c. The director of the Department of Corrections shall act as an advisor to the Commission.
- d. Commission members appointed by the chief justice will serve a term of four years.
- e. Before the expiration of the term of any member appointed by the chief justice, the chief justice shall appoint a successor whose term shall begin on July 1 next following.
- f. A judicial member is eligible for re-appointment. In the event that a vacancy occurs, the chief justice will make an appointment to become immediately effective before the unexpired term.

ARTICLE IV – OFFICERS

- a. The chairperson of the Board of Parole and a judge elected by the judicial members shall serve in alternate years as chairperson of the Commission. The judicial members shall elect another representative prior to July 1 of each year.
- b. A chairperson and vice-chairperson shall be elected prior to July 1 of each year to serve for the following year.

- c. The chairperson shall preside at all Commission meetings, appoint committee members, and perform other duties as associated with the position. The vice-chairperson shall assume the duties of the chairperson in case of the chairperson's absence.
- d. The Board of Parole shall be responsible for all clerical and secretarial functions for the Commission.
- e. The chairperson will appoint a secretary for the Commission. The secretary shall be responsible for the minutes of the Commission, keep all approved minutes available for public record, and distribute copies of minutes and agendas to members of the Commission. The secretary of the Commission may delegate any of the foregoing duties to employees of the Board of Parole.
- f. The chairperson may appoint a representative of the Oregon Department of Justice as legal counsel to the Commission.

ARTICLE V – COMMITTEES

- a. The Commission may appoint standing and ad hoc committees as needed.

ARTICLE VI – MEETINGS

- a. The Commission shall meet at least annually at a place and time determined by the chairperson and at such other times and places as may be specified by the chairperson or five members of the Commission.
- b. Commission Meetings are open to the public and subject to the Public Meetings Law of the State of Oregon as set forth in ORS 192.610 to 192.690 and its successor statutes.
- c. Notice of Commission meetings shall be posted on the Board of Parole's web page prior to the meeting (www.oregon.gov/BOPPPS/).

ARTICLE VII – VOTING

- a. A majority of the Commission members shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the quorum shall be required to make proposals to the Board of Parole.

ARTICLE VIII -- AMENDMENTS

- a. These by-laws shall be adopted by and may be amended by an affirmative vote of not less than two-thirds of the Commission members present at any meeting, provided a quorum is present and the proposed amendment(s) are provided to each Commission member at least one week prior to said meeting.

ARTICLE IX – RULES OF PROCEDURE

- a. To the extent not otherwise governed first by ORS 144.775 – 144.787, or second, by the Commission's by-laws, *Robert's Rules of Order* shall decide all questions of procedure regarding the conduct of Commission meetings.