

# **FAMILY SERVICES REVIEW COMMISSION BYLAWS**

## **ARTICLE I Name**

### **Section 1: Organization Name**

The name of the organization is the Family Services Review Commission.

## **ARTICLE II Statutory Authority, Purpose and Roles**

### **Section 1: Statutory Authority**

ORS 411.125 establishes the Family Services Review Commission consisting of sixteen members.

### **Section 2: Purpose**

The Commission shall advise and consult with the Director of Human Services in carrying out the functions of the Department relating to programs and services to persons who, as a result of the person's or the person's family's economic, social or health condition, require medical assistance, financial assistance, institutional care, rehabilitation, vocational rehabilitation or other social or health services.

### **Section 3: Role of DHS**

It is the role of the Department of Human Services ("DHS") to:

- A. provide timely, accurate information and seek the Commission's advice before and during the planning processes regarding policy and program changes and budget and legislative issues;
- B. consult with the Commission in making decisions that affect self-sufficiency programs and related services;

- C. provide timely and accurate responses to Commissioners' requests for information;
- D. provide grievance reports as required by ORS 411.977(4);
- E. provide necessary staffing for the Commission hearings, regular meetings and subcommittee meetings including providing notice of meetings, preparing minutes and providing needed administrative support;
- F. ensure compliance with provisions of the public meetings law and other laws governing commissions appointed by the Governor (See ORS 192.610 to 192.690 and ORS 182.010 to 182.030).

#### **Section 4: Role of Commissioners**

It is the role of Commissioners to:

- A. represent the interests of DHS clients (in programs and services defined in ORS 411.125(2)) and keep the agency, institution, and/or community each Commissioner represents (if applicable) informed of the work of the Commission;
- B. provide to DHS timely, accurate information regarding the impact of policy, program, budget and legislative changes within their agencies, institutions, and/or communities that affect DHS programs and services defined in ORS 411.125(2);
- C. develop recommendations within the scope of ORS 411.125 for consideration by the DHS Director;
- D. represent the broad interests of DHS stakeholders, including clients, staff and providers;
- E. be customer focused: encourage involvement and commitment to positive change;
- F. monitor grievances in accordance with ORS 411.977(4);
- G. analyze departmental or legislative budget and policy proposals to assess the impact on DHS clients (in programs and services defined in ORS 411.125(2)) and make recommendations regarding such proposals to the DHS Director.

**ARTICLE III**  
**Membership, Terms, Vacancies and Voting**

**Section 1: Membership**

- A. Membership shall consist of sixteen (16) members appointed by the Governor. In making appointments, the Governor shall consider representatives of county public welfare boards and representatives from all congressional districts. Four members shall be recipients or former recipients of cash or self-sufficiency-related services from DHS. Four members shall be representatives of business and professional interests. Four members shall be public welfare specialists. Four members shall be advocates of public welfare from the state agencies or public or private organizations interested in public welfare.
- B. Subject to the availability of funds and except as otherwise provided by law, any member, other than a member who is employed in full-time public service, who is authorized by law to receive compensation for time spent in performance of official duties, shall receive a payment of \$30 for each day or portion thereof during which the member is actually engaged in the performance of official duties.
- C. Except as otherwise provided by law, all members of state boards and commissions, including those employed in full-time public service, may receive actual and necessary travel or other expenses actually incurred in the performance of their official duties within the limits provided by law or by the Oregon Department of Administrative Services under ORS 292.210 to 292.250.

**Section 2: Terms of Office, Vacancies and Reappointments**

- A. Members shall serve terms of four (4) years beginning with the first meeting of their appointed service.
- B. Members may serve consecutive terms, with appointment from the Governor;
- C. Positions vacated at the end of a term will be filled as described in Section 1 of this Article:
- D. Members wishing to withdraw from the Commission shall notify the Governor in writing and provide a copy of the notice to the Commission chair and the Director of the Department of Human Services;
- E. Members are expected to attend all meetings of the Commission. Members who fail to attend two consecutive meetings 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;

- F. The Department will report to the Governor the names of members who fail to attend as required by ORS 182.020(2);
- G. The Commission will recommend appointments to fill unexpired terms. The Governor shall fill vacancies as outlined in Section 1 of this Article. An individual who is appointed in such manner will serve a full term beginning at the time of appointment;
- H. Members shall be appointed by and serve at the pleasure of the Governor.

### **Section 3: Voting**

Members will have voting privileges.

### **Section 4: Interested Persons**

All persons with an interest in the activities of the Commission are encouraged to attend meetings, receive information, or serve on subcommittees. Such individuals shall not have voting privileges at Commission meetings.

## **ARTICLE IV Meetings and Procedures**

### **Section 1: Meetings**

The Commission shall meet the first Thursday of each month, unless otherwise specified by the Chair. Special meetings or Commission hearings may be held at a time and place to be determined by the Commission. Notice of such special meetings or Commission hearings, describing the date, time, place and purpose of the meeting or hearing, shall be delivered to each Commission member personally, by telephone, electronic mail or U.S. Mail not less than two days prior. Notice must also be given to the public in accordance with Oregon's Public Meetings laws.

### **Section 2: Meeting by Telecommunication**

A regular or special meeting may be held by telephone or telecommunication in which all Commission members may hear each other so long as it complies with Oregon's public meetings laws.

### **Section 3: Quorum**

A quorum at a Commission meeting shall be a majority of the members of the Commission immediately before the meeting begins.

### **Section 4: Procedures**

- A. The official year of the Commission begins on January 1 and ends on December 31 of each year.
- B. Commission action shall be by consensus; formal voting will be used when necessary.
- C. Procedural conflicts shall be resolved according to Roberts Rules of Order.
- D. Minutes of each Commission meeting and all meetings of the subcommittees shall be taken and distributed.

### **Section 5: Public Meetings Law**

The Family Services Review Commission is subject to Oregon's public meetings laws (ORS 192.620 to 192.690) and all other laws governing gubernatorial appointments/appointees.

## **ARTICLE V Officers**

### **Section 1: Officers**

The officers shall consist of the Chair and Vice Chair each elected by the membership.

- A. Duties of the Chair:
  - Preside over regular Commission meetings.
  - Serve as Chair of the Commission.
  - Make subcommittee assignments if necessary to complete a committee roster.
  - Serve as an ex officio member of all subcommittees.

- B. Duties of the Vice Chair:
- Preside over meetings in the absence of the Chair.
  - Assist the Chair and perform the duties of the Chair in the Chair's absence.
  - Serve as a member of the Commission.
- C. The term of office for officers shall be two years. An officer may be re-elected by Commission members without limitation on the number of terms s/he may serve. Commission members shall elect officers at the January meeting in even-numbered years.

## **Section 2: Subcommittees**

- A. The subcommittees of the Commission shall be the following:
1. Policy Subcommittee
  2. Partnership Subcommittee
  3. Communications Subcommittee
  4. Such other subcommittees as the Commission deems necessary or desirable.
- B. Each subcommittee shall be composed of Commission members who volunteer and by public members approved by the members of the subcommittee.
- C. Each subcommittee shall elect its chair who must be a member of the Commission.
- D. Subcommittees may exercise delegated functions of the Commission or may be advisory.
- E. Subcommittee meetings shall be open to the public.

## **ARTICLE VI Conflict of Interest**

Commission members shall declare any direct interest of potential financial gain for any issue to be discussed. Conduct of members shall be consistent with ORS 244.010 to 244.400 and the Oregon Government Standards and Practices Laws.

## **ARTICLE VII General**

### **Section 1: Amendment or Repeal**

These bylaws may be amended or repealed, and new bylaws adopted, by the Commission by a majority vote of members present, if a majority of the full membership of the Commission is present. Prior to the adoption of the amendment each member shall be given at least two days notice of the date, time, and place of the meeting at which the amendment is to be considered and shall be provided a copy of the proposed amendment.

### **Section 1: Bylaws Review Subcommittee**

The Chair may appoint an Ad Hoc Bylaws Review Subcommittee as needed.

**Adopted September 7, 2006.**