Oregon Health Policy Board
Health Incentives and Outcomes Committee
***DRAFT* By-Laws**

ARTICLE I
The Committee and its Members

- The Health Incentives and Outcomes Committee ("Committee") is established by the Oregon Health Policy Board. The Committee's function is to investigate, review, discuss, take public comment on and develop coordinated policy options and recommendations to the Board, consistent with the Committee's scope of work as outlined by its Charter and further determined by the Board.

- The Committee is comprised of two subcommittees that will perform the functions described above within particular topic areas: the Payment Reform subcommittee and the Quality & Efficiency subcommittee. The full Committee will integrate and develop consensus around the subcommittee work and coordinate it with other Health Policy Board Committees and external groups.

- The Members of the Committee will be appointed by, and serve at the pleasure of, the Board.

- Members of the Committee are not entitled to compensation for services but shall be reimbursed for actual and necessary travel expenses incurred by them by their attendance at committee meetings, in the manner and amount provided in ORS 292.495.

ARTICLE II
Committee Officers and Duties

- The Board will select the first Chair and Vice Chair of the Committee. After the initial term of office, the Committee shall select a Chair and Vice-Chair from among its members. The Officers will serve for 24-months from the date of their election.

- Duties of the Chair are:
  - Preside at all meetings of the Committee.
  - Coordinate meeting agendas after consultation with Committee staff.
  - Review all draft Committee meeting minutes prior to the meeting at which they are to be approved.
  - Be advised of all presentations or appearances of the Executive Director or staff before Legislative or Executive committees or agencies that relate to the work of the Committee.
  - The Chair may designate, in the absence of the Vice-Chair or when expedient to Committee business, other Committee Members to perform duties related to Committee business such as, but not limited to, attending other agency or public

meetings, meetings of the Board, training programs, and approval and review of documents that require action of the Chair.

- Duties of the Vice Chair are:
  - Perform all of the Chair's duties in his/her absence or inability to perform;
  - Accompany the Chair to meetings of the Board at which recommendations of the Committee are presented; and
  - Perform any other duties assigned by the Chair.

- The Board will select the first Chairs of each of the two subcommittees. After the initial term of office, the Committee shall select subcommittee Chairs from among its members. The Officers will serve for 24-months from the date of their election.

- Duties of the subcommittee Chairs are as described above for the Committee Chair. In addition, subcommittee chairs are to keep the Committee Chair and Vice Chair apprised of subcommittee discussions, activities, and developmental products.

ARTICLE IV
Committee Meetings

- The Committee shall meet at the call of the Chair in consultation with the Committee Members and staff.

- The Committee shall conduct all business meetings in public and in conformity with Oregon Public Meetings Laws.

- The preliminary agenda will be available from the Committee staff and posted on the Board website *[www.oregon.gov/oha/ccw.shtml]* at least two working days prior to the meeting. The final agenda will be established by Committee members at the beginning of each Committee meeting.

- A majority of Committee Members shall constitute a quorum for the transaction of business.

- All actions of the Committee shall be expressed by motion or resolution. Official action by the Committee—including recommendations to the Board--requires the approval of a majority of a quorum of Members of the full Committee.

- On motions, resolutions, or other matters, a voice vote may be used. At the discretion of the Chair, or upon the request of a Committee Member, a roll call vote may be conducted. Proxy votes are not permitted.

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- If a Committee Member is unable to attend a meeting in person, the Member may participate by conference telephone or internet conferencing provided that the absent Committee Member can be identified when speaking, all participants can hear each other and members of the public attending the meeting can hear any Member of the Committee who speaks during the meeting. A Committee Member participating by such electronic means shall be considered in constituting a quorum.

- Committee Members shall inform the Chair or Committee staff with as much notice as possible if unable to attend a scheduled Committee meeting. Committee staff preparing the minutes shall record the attendance of Committee Members at the meeting for the minutes.

- The Committee will conduct its business through discussion, consensus building and informal meeting procedures. The Chair may, from time to time, establish procedural processes to assure the orderly, timely and fair conduct of business.

- The by-laws in this section apply to the full Committee and its subcommittees.

ARTICLE V

Amendments to the By-Laws and Rules of Construction

- These By-laws may be amended upon the affirmative vote of five (5) Members of the Board.

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