

Oregon Health Policy Board
Healthcare Workforce Committee
By-Laws

ARTICLE I

The Committee and its Members

- The Healthcare Workforce Committee (“Committee”) is established by the Oregon Health Policy Board (“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 Members of the Committee will be appointed by, and serve at the pleasure of, the Board.
- Members shall serve three year terms and are eligible for reappointment upon completion of their terms, at the discretion of the member, the Committee chairs, and 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 to:
 - 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 to:
 - 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.

ARTICLE III

Committee Members and Duties

- Duties of Committee members are to:
 - Attend, in person or by phone/electronically, at least three-quarters of Committee meetings annually. Committee members who are unable to attend meetings consistently will be asked to reconsider their membership.
 - Participate in at least one Committee workgroup or specific project per membership term. This may include attending occasional additional meetings or developing and reviewing material outside of Committee meetings.
 - Advise the Committee chairs and staff before representing the Committee or its views publicly.

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 Committee website <http://www.oregon.gov/oha/OHPR/HCW/Pages/index.aspx> 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 requires the approval of a majority of a quorum of Members. As a general rule, the Committee will conduct its business through discussion and consensus. In cases where consensus cannot be achieved, a vote may be used. Use of a vote and its results will be recorded in the meeting minutes and those in the minority may prepare a brief minority opinion.

- When voting on motions, resolutions, or other matters, a voice or electronic 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.
- 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.

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.