

**Legislative and Policy Committee Meeting Minutes**  
**September 2, 2015 - 3:00- 4:30 p.m.**  
**Oregon Health Authority, Transformation Center Training Room**  
**421 SW Oak St., Ste 775 - Portland, OR 97204**  
**1-888-251-2909 | Participant Pass Code 301558**

**Council members:** Erin Neff-Minyard, Melanie DeLeon (phone)  
**Community members:** Lois Feuerle (phone), Helen Eby (phone)  
**Staff:** David Cardona (in person)  
**Start time: 3:00 pm    End time: 4:25pm**

#	Discussion Item	Action Item
1	Welcome and introductions	
2	Reviewed and approved minutes from last month	Erin will send meeting minutes from today's meeting to April Turner
3	<p>Reviewed Lois' suggestions to Bylaws.</p> <p>Group agreed to change all sentences with "will" to "shall" for consistency. "Shall" expresses obligation.</p> <p>Group will correct formatting errors after all content is reviewed.</p> <p>See attached document (2015-9-2_Bylaws.doc) for extensive comments, edits, and clarification language added to sections "Duties of Officers", "Officer Vacancies", "Attendance", "Notice of Meetings, Minutes, and Records", "Decision-Making Process", and "Committees".</p> <p>Group deferred discussion on Article VII "Conflict of Interest" and election of officers until October.</p>	Erin will move the changes from Lois' document that the group reviewed and edited during this meeting to the latest version from 8/5/2015. New document is entitled "2015-9-2-Bylaws_ALL.doc" and will be attached to the minutes.
4	No members of the public were in attendance to comment.	

**Next meeting:**  
 Wednesday, October 7, 3-4:30 pm  
 Transformation Center Training Room  
 421 SW Oak St, Suite 775  
 Portland OR, 97204

**Contact:**  
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