**Legislative Task Force**

**Staffing Guide**

The Legislature periodically passes bills creating task forces. These bills specify the number of members, who appoints them, and which agency provides staff support. Legislative task forces fall under the requirements of the Oregon Public Meetings Law (ORS 192.610-192.690) and it is up to the person(s) providing staff support to ensure this law is not violated.

**Task Force Membership**

The bill will usually specify the composition of the task force and who must appoint the membership. Generally, appointments are made via public memo within several months after the end of the session where the bill creating the task force passed. If you are unsure of whether appointments have been made, or if the task force has a very short timeline for its work that requires appointments to be made earlier than two months after session, contact the staff of the appointing authority.

**Before the First Meeting**

Review the bill for required actions and deadlines to craft a broad outline of the task force role. Additionally, read legislative testimony and exhibits for background on the bill and to understand who the main stakeholders are. Contact the chief sponsor of the legislation to receive their input on the process.

Once members have been appointed, introduce yourself and the plan for the task force, discuss meeting times and locations that work for the members and key issues for them or their constituency. Also inquire about interest in a leadership position on the task force (i.e., chair, or other position as determined by bill). Once a date has been found that is acceptable to all, reserve a conference room and send an Outlook meeting invitation to the task force members. Create a roster listing all members of the task force and their affiliations and an agenda for the first meeting *(see attached templates)*.

**Oregon Public Meetings Law**

Oregon’s Public Meetings Law requires all meetings of a task force be publicly announced with at least 48 hours' notice; that the meetings be open to the public; that the meeting location be accessible to persons with disabilities; that a good faith effort is made to provide an interpreter, upon request for persons who are deaf or hard of hearing; and that the meetings either be recorded or written minutes taken and made available to the public. Note that “meeting” means the convening of a governing body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter (ORS 192.610). “Meeting” does not include any on-site inspection by the group of any project or program.

**Oregon Public Meeting Calendar**

The Oregon Public Meeting Calendar can be found at <https://data.oregon.gov>. The person in charge of arranging the task force meetings will need to register at this site in order to post the formal public meeting announcement, agenda and subsequent minutes. Additional information on public meetings can be found here: <http://www.oregon.gov/transparency/Pages/PublicMeetingNotices.aspx>.

**Where to Hold Meetings**

If the task force includes members of the legislative body, meetings can be held in the hearing rooms of the Oregon State Capitol building at no charge. Rooms must be reserved well in advance with Committee Services in Legislative Administration (503.986.1813). More information about holding meetings in the Oregon State Capitol building can be found here: <https://www.oregonlegislature.gov/EnterpriseDocumentLibrary/lac_policies.pdf>

**The First Meeting**

Assemble the room layout based on the type of agenda (e.g.: for public input or expert testimony the task force members could face the presenter, for group discussion/collaboration, the task force members could be in a circle). Ensure the meeting space is large enough to accommodate the number of members and expected guests. Post the agenda outside the room when using Capitol hearing rooms, and provide enough copies of all handouts for any members of the public who attend. Provide a sign-in sheet to record public attendance and to identify members of the public wish to testify *(see attached template)*. Arrive early to ensure the room is unlocked and set up, name plates for the members and staff are set out, the video/audio recording is ready, and all handouts and sign-in sheets are in place before the first members arrive.

The first meeting of the task force should include the adoption of rules, including how the chair is selected and what will constitute a quorum *(see attached template)*. Prepare a script for yourself as you will need to run the meeting until a chair is appointed and you will need to follow formal procedure to nominate and appoint the chair. The first meeting can be used as an opportunity to provide background on the subject to the entire task force.

**Subsequent Meetings**

Prepare agendas in collaboration with the task force chair. Ensure the meetings have a purpose and clear timing for items. If the meeting will be lengthy, schedule breaks as needed. Provide task force members with information on the meeting location, parking, access and other logistical information before the meeting. Offer to create a script for the chair to follow appropriate meeting rules. Note all action items and recap for the group before the meeting ends.

**Public Testimony**

Provide a sign in sheet to record public attendance and to identify members of the public who wish to testify. Public testimony is typically the final agenda item. Manage the time per public commenter as necessary to maintain the agenda’s timeline. Ensure each person begins testimony by introducing him/herself for the record. Obtain copies of any handouts provided by the public for the file.

**Meeting Recordings and Minutes**

The Oregon Public Meetings Law requires that a link to the minutes or audio recording be added to the meeting announcement on the Oregon Public Meeting Calendar once the minutes or recording is available. If a Capitol hearing room is used for the meeting, a link to the recording on the Legislature’s web site can be used. Non-legislative meetings can be found here: <https://www.oregonlegislature.gov/citizen_engagement/Pages/NonLegislative_Video.aspx>.

Committee Services in Legislative Administration (503.986.1813) can assist with the recording of the meetings held in the Capitol hearing rooms. There is no charge to record meetings that include at least one member of the legislative assembly or are otherwise statutorily or legislatively mandated. Recordings of all other meetings incur a charge of $35.00 per meeting. If the meeting is held in a meeting room without audio recording capabilities, minutes will need to be taken by hand. It is suggested but not required that a written summary be provided even when the proceedings are recorded *(see attached template)*. It is also suggested that brief notes are taken in the event the recording fails. Please see ORS 192.650 for details on the requirements for the recording or written minutes.

**Website**

It is suggested that a web page for the task force be created within your agency’s website in order to make all the information publicly available (agendas, minutes, materials, recordings, presentations, etc.). A web page is also a useful resource for task force members. The URL can be published on the task force agendas.

**Resources**

Look for organizations that can provide expert input to your task force, such as national organizations and industry representatives, international examples, or equivalent agencies in other states. Consider field trips to locations of significance to the task force, as these can provide useful information for task force members that can be hard to obtain in other ways.

**Reports to the Legislature**

Most task force bills require the task force to submit a report to the Legislature upon completion. A cover letter and executive summary of no more than two pages should be sent via electronic mail to every member of the Legislative Assembly, with the full report being available to any member upon request in either electronic or paper form. The full report should also be submitted via electronic mail to the Legislative Administrator, who will forward it to the Oregon State Library for posting on its web site (<http://library.state.or.us/blogs/ReportsToLegislature/wordpress/>). If the task force bill requires a report be sent to a legislative committee, send an electronic copy of the full report and summary to the committee administrator (for reporting guidance, see ORS 192.245). Although an oral presentation to the committee is usually not required, the committee chair may request the report be presented.

HB/SB \_\_\_\_\_ Task Force |**Member Roster**

*Task force on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Senate appointed:

**Senator \_\_\_\_\_\_\_\_ (Chair)**

[Sen.\_\_\_\_\_\_\_\_\_@state.or.us](mailto:Sen._________@state.or.us)

503-986-\_\_\_\_\_

**Senator \_\_\_\_\_\_\_\_\_**

[Sen.\_\_\_\_\_\_\_\_\_@state.or.us](mailto:Sen._________@state.or.us)

503-986-\_\_\_\_\_

House appointed:

**Representative \_\_\_\_\_\_\_\_\_\_**

[Rep.\_\_\_\_\_\_\_\_\_@state.or.us](mailto:Rep._________@state.or.us)

503-986-\_\_\_\_\_

**Representative \_\_\_\_\_\_\_\_\_\_\_**

[Rep.\_\_\_\_\_\_\_\_\_@state.or.us](mailto:Rep._________@state.or.us)

503-986-\_\_\_\_\_

Governor appointed:

Staffing:

**(your name and agency)**

[your.name@](mailto:your.name@)oregon.gov

your phone

**Legislative Members:**

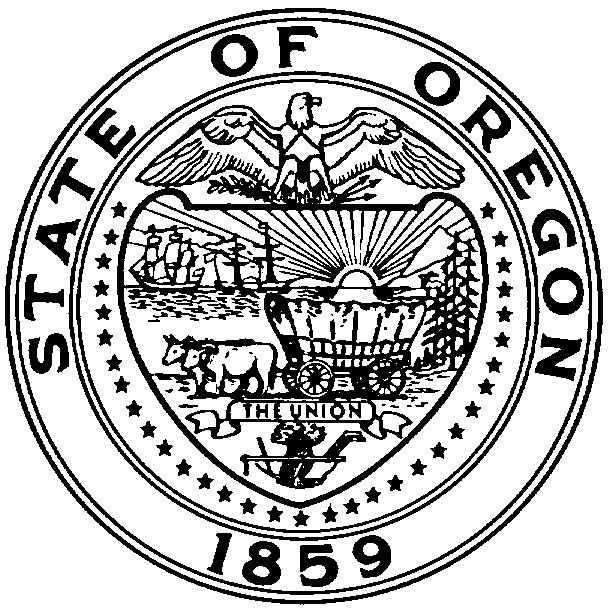
(Alphabetical by last name, Senators followed by Representatives)

**Staff:**

(Your name here)

**Non-Legislative Members:**

(Alphabetical by last name)



TASK FORCE on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State Capitol (or location of meeting)

Salem, OR 97301

Phone: (your phone number)

Email: [(your](mailto:dianne.lancaster@state.or.us) email address)

**ISSUED (date)**

**THURSDAY**

**Date: (date of meeting)**

**Time: (example: 10:00 – 11:00 AM)**

**Room:**

**Organizational Meeting**

Introductions

Adoption of Committee Rules

Selection of a Chair

**HB/SB \_\_\_\_\_ Background and Vision**

(Name of person presenting)

**Draft Problem Statement | Scope of Work of Task Force**

(Name of person presenting)

**Next Steps | Future Meetings**

**(Name of Task Force)**

**Proposed Rules**

Meetings will operate in accordance with the Oregon Constitution, applicable statutory provisions and general parliamentary law.

1. In the absence of a Chair being selected by the appointing authority as set forth in statute, a majority of the appointed members of the (name of task force) shall elect a Chair.
2. Rules may be amended by affirmative vote of the majority of members, but at least one day’s notice shall be given in writing to each task force member.
3. No seconds are required to a motion.
4. A quorum shall be comprised of a majority of the appointed members. In the absence of a quorum, the Chair may assign fewer members to receive public testimony.
5. The Chair shall call meetings, set agendas and cause notice of the time and place of meetings.
6. All meetings are open and shall comply with public meetings law.
7. Upon request of one member, a roll call vote shall be taken and recorded on any question placed before the task force.
8. A majority of the appointed members shall be required to approve recommendations.
9. (*optional rule for discussion*)   
   Votes will be allowed from members attending the taskforce via phone.

Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Task Force on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SUMMARY**

|  |  |  |
| --- | --- | --- |
| Date | Time | | Location | Conference Room |
|  | |  |
| MEMBERS PRESENT: | (Chair)  (Chair first, then alphabetically by last name: Senators, Representatives, other) | |
| MEMBERS EXCUSED: |  | |
| **Topic 1**  Summary | | |
| **Topic 2**  Summary | | |
| **Topic 3**  Summary | | |
| **Other topics**  Summary | | |
| **Future meetings**  Date Location  Topic  Date Location  Topic | | |
|  | | |

|  |  |
| --- | --- |
|  |  |
| (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Task Force on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |