

Date: Aug. 27, 2018
To: Environmental Quality Commission
From: Richard Whitman, Director
Subject: Agenda item I, Action item: Officer roles
Sept. 13-14, 2018, EQC meeting

Why this is important The Oregon Environmental Quality Commission is a five-member body, with commissioners appointed by the Governor and subject to Senate confirmation. The current commission has served without a formal chair and vice-chair since mid-2017 due to one vacant position. With the fifth position now filled, the department recommends that the commissioners take action to appoint a chair and vice-chair for the EQC.

Officer roles The role of EQC officers are not prescribed in the commission's authorizing statutes; however, the past practice of the commission has been to appoint a chair and vice-chair for a duration of their appointment.

The chair is generally responsible for the operations at the meeting and serves as the presiding commissioner for meetings or other EQC events. The chair also is the designated signatory for commission orders and actions, unless otherwise specified.

The vice-chair serves as the backup for the chair, in the event that person is unable to attend a commission meeting or perform other duties in their capacity as EQC chair.

The major functions of the chair and vice-chair can also include:

- Reviewing and setting commission meeting agendas
- Participating in meetings with legislators and legislative committees during the Legislative Sessions
- Meeting with the DEQ director quarterly for high-level review of agency and commission strategic actions and direction

DEQ recommendation and EQC motion DEQ recommends that the commission appoint a chair and a vice-chair to serve in these roles for the duration of their current appointment to EQC.

"I move to appoint Commissioner _____ as chair and Commissioner _____ as vice-chair, for the duration of their current appointments to the commission."

**Next steps and
commission
involvement** Pending commission approval, the chair and vice-chair will assume their
duties effective immediately.

Report prepared by Stephanie Caldera
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