

Bylaws for the Governor's Commission on Senior Services

Updated by Commissioner Vote as of March 11, 2021

Mission Statement

The Governor's Commission on Senior Services is dedicated to enhancing and protecting the quality of life for all older Oregonians. Through cooperation with other organizations, state agencies, the Governor's Office, the private sector, and the legislature, the Commission works to ensure that seniors have access to services that provide choice, independence, and dignity.

Section I

Name: The Governor's Commission on Senior Services (GCSS).

Section II

Purpose: To advise and make recommendations on the needs of seniors to the Governor, the Oregon Department of Human Services (ODHS) and to its Aging and People with Disabilities (APD) program, the Oregon legislature, other governmental entities, and the non-profit and private sectors on how to meet those needs guided by ORS 410.320.

Section III

Commission Membership

A. Commissioners:

1. The GCSS will consist of at least 21 commissioners appointed by the Governor as prescribed by ORS 410.320 and two legislators, one appointed by the President of the Senate and one by the Speaker of the House as prescribed by ORS 410.330.
2. A majority of commissioners shall be 60 years of age or older.

This document can be obtained in an alternate format for individuals with disabilities upon request by contacting APD at rebecca.e.arce@state.or.us. Available formats are: large print, Braille, audio tape recording, electronic format and oral presentation. You may also obtain this document in other languages.

3. To the extent possible, membership of the commission will reflect and represent the demographics of the People of Oregon, with urban/rural, economic status, geographical distribution, race, gender and membership of other protected classes and communities and Indian tribes being fairly represented.

B. Terms of Office: Commissioners will serve a term of three years and may be reappointed by the Governor for additional terms.

C. Vacancies:

1. Commissioners wishing to resign from the Commission will notify, in writing, the Governor and Commission Chair.
2. Any commissioner who fails to attend two consecutive meetings may be required to forfeit membership unless the absence is caused by serious illness or for another reason that, in the judgement of the Chair of the Commission, constitutes a valid excuse (ORS 182.010).
3. Termination of membership at the completion of a commissioner's term will be automatic and will not require formal written resignation.
4. In case of a vacancy on the Commission, the Governor will be asked to appoint a successor for the remainder of the unexpired term.
5. In case of a vacancy of an elected officer of the Commission, an election will be held at the next regular meeting of the Commission following the meeting after the vacancy is first announced.

Section IV

Commission Meetings:

A. Frequency of Meetings: The Commission will meet as necessary to accomplish the goals and requirements of the Commission or at the call of the Chair. Necessary timeframes to complete work are usually bi-monthly meetings for the calendar year but may be changed by vote of the commissioners.

- B. Meeting Location:** By majority vote of the commissioners, the Chair of the Commission will be advised of the preference of the Commission for meeting dates and places.
- C. Public Meetings:** Commission meetings are open meetings as prescribed by ORS 192.610-192.690.
- D. Emergencies Meetings:** Any official commission member may request an emergency meeting of the Commission by contacting the Chair or Vice Chair of the Commission. Any official commission member may request an emergency meeting of the Subcommittees by contacting the Committee Chair.

Section V

Commission Procedures:

- A. Biennium:** The Commission biennium begins in July of even numbered years.
- B. Fiscal Calendar:** The fiscal calendar for discretionary spending starts on July 1 of each year and ends on June 30 of the following year.
- C. Meeting Conduct:** Robert's Rules of Order will guide procedures in the conduct of the meetings of the Commission and Subcommittees.
- D. Quorum:** A simple majority will constitute a quorum at all meetings of the Commission and Subcommittees.
- E. Action:** The Commission will take action by majority vote only.
- F. Minutes:** Minutes of each Commission meeting and all meetings of the Commission's Subcommittees will be taken and reported at regular Commission meetings.
- G. Official Duties:** Official duties are duties where attendance is required, such as Commission meetings, Subcommittee meetings, and/or functions that have had prior Commission approval or if requested by the Chair. Commissioners, other than those employed in full-time public service, are entitled to receive compensation as prescribed by Oregon Revised Statutes for each day or portion thereof during which the member is actually engaged in the performance of official duties.
- H. Reimbursement:** Commissioners may be entitled to reimbursement for official Commission business according to ORS 292.495.

Reimbursable expenses are necessary travel, meals and lodging, expenses incurred in the performance of official duties.

- I. Reimbursement Process and Forms:** Travel and related proof of expenses must be submitted within 60 days of incurring the expenses or they will not be reimbursed. Reimbursements to meet reasonable accessibility needs under the Americans with Disabilities Act and state law will be accommodated. Legislative members may be entitled to reimbursement for official Commission business as specified in ORS 410.330 and ORS 171.072.
- J. Fund Availability:** All reimbursement is dependent on the availability of funds.

Section VI

Commission Duties and Responsibilities:

- A. Commission Authority:** The Commission has authority to study programs and budgets of all state agencies, which affect seniors. After such study, the Commission will make recommendation to the Governor and the agencies involved. Such recommendations will be designed to provide coordination of programs for seniors to avoid unnecessary duplication of services and to point out gaps in provision of services.
- B. Commission Recommendations:** The Commission will also make recommendations for the development and delivery of services to seniors. In carrying out these tasks, the Commission will collaborate with other advisory groups, ODHS, and other appropriate state agencies.
- C. Commission Advocacy:** The Commission will promote responsible statewide advocacy for all older Oregonians.

Section VII

Assignments and Representation:

- A. Liaison Assignments:** Liaison assignments may be made to promote coordination with other boards, commissions or allied groups. Commissioners assigned as liaisons will report to the Commission and Subcommittees on matters affecting seniors. Liaisons may participate in the activities of the group and represent

GCSS' viewpoint. Official liaisons will be reimbursed for expenses to participate. Statutorily required liaisons are:

- i. **One representative to serve on the Medicaid Long Term Care Quality and Reimbursement Advisory Council;**
- ii. **One representative to serve on the Home Care Commission.**

B. Public Representation: Commissioners will not publicly represent the Commission in support of, or opposition to: a candidate for public office, a partisan issue identified directly with a political party, or a ballot measure.

Section VIII

Committees. Types, Membership, and Meetings:

A. Types: There will be three types of committees: Executive Committee, Standing Committees, and Subcommittee(s):

1. **Executive Committee:** The Executive Committee is the planning arm of the Commission. Authority is given to respond, on behalf of the Commission, on issues of importance when a prompt decision must be made before the next full Commission meeting. The Executive Committee will advise the Commission on priorities and future actions. The Executive Committee will monitor the work plans of other Committees and subcommittees.
 - a. This Committee will consist of at least five Commissioners including the following: Chair of the Commission, Vice Chair, Legislative Coordinator(s), Financial Officer, and as many Members-At-Large as necessary to bring the Executive Committee membership to at least five (5) Commissioners.
 - b. The Executive Committee will assure that the Commission works with organizations and agencies who have an interest in seniors.
 - c. The Executive Committee will make suggestions to the Chair

in developing agendas for the Commission meetings and in coordinating Commission activities.

2. **Standing Committees:** Standing Committees are established by the Commission for purposes with stated objectives. These Committees are established and maintained on an annual basis. Commissioners will be appointed by the Chair of the Commission.
3. **Subcommittees:** Subcommittees may be appointed by the Chair of the Commission. Subcommittees must report to the Commission on a regular basis and must operate within the Commission's goals, objectives, and work plan. Subcommittees may be limited in duration.

B. Membership of Standing and Subcommittees:

1. **Commissioners:** Membership on any Standing Committee or Subcommittee is open to any member of the Commission. The Committee Chair or the Commission Chair may change the composition of the Committee as the needs of the Committee shift by appointing additional Commissioners or accepting the resignation, or reassigning Commissioners. As the composition of the Committee changes, the Committee Chair will notify the Commission Chair and the Executive Committee of membership changes.
2. **Guest Experts:** Committee Chairs may request the help of guest experts. Refer to the Commission Handbook.

Section IX

Commission Leadership:

A. Officers and Executive Committee Membership:

1. **Officers:** The Officers will consist of the Chair, Vice-Chair, and

Financial Officer.

2. **Chair Designation:** The Chair will be designated by the Governor to serve at the pleasure of the Governor as Chair for a term of two years and may serve a second term of two years if appointed by the Governor (ORS 410.320). The Commissioners may send a recommendation to the Governor for appointment to Chair by calling for an election of existing Commissioners to the position.
3. **Vice-Chair:** The Vice-Chair will be elected by the Commission for a two-year term.
4. **Financial Officer:** The Financial Officer will be elected by the Commission for a two-year term.
5. **Legislative Coordinator(s):** One or more Legislative Coordinators will be elected by the Commission for a two-year term.
6. **Member(s) at Large:** The Member(s)-at-large will be elected by the Commission for a two-year term.

B. Duties:

1. Duties of the Chair:

- a. Carry out duties prescribed by the Oregon legislature and the Governor.
- b. Propose Commission meeting agendas.
- c. Preside at Commission meetings.
- d. Make appointments of Committee Chairs and Committee membership.
- e. Make liaison appointments.
- f. Special Assignments
- g. Serve as spokesperson for the Commission.
- h. Serve as ex-officio member of committees.

2. Duties of the Vice Chair:

- a. Assist the Chair in proposing agendas.
- b. Preside at Commission meetings in the absence of the Chair.
- c. In the absence of the Chair, serve as ex-officio member of the committees.
- d. Carry out activities as assigned by the Chair.

3. Duties of the Legislative Coordinator(s):

- a. Implement and coordinate the legislative action plan for the Commission.
- b. Act as Commission liaison(s) at the Legislature.

4. Duties of the Member(s)-at-Large:

- a. Assist the Chair and Executive Committee as assigned.
- b. Monitor liaison assignments and reports to see if action by the entire Commission is required.
- c. Represent the Commission as assigned.

5. Duties of the Financial Officer:

- a. Act as key contact within GCSS for monitoring and reporting on expenditures of the GCSS against its projected spending plan.

6. Position Limits: A member of the Executive Committee may serve in more than one position.

Section X**Conflict of Interest****A. Definition:**

1. **“Actual Conflict of Interest”** means any action or any

decision or recommendation by a person acting in a capacity as a Commissioner of GCSS, the effect of which would be to the private pecuniary benefit or detriment of the Commissioner or the Commissioner's relative or any business with which the Commissioner or a relative of the Commissioner is associated. However, if all those included in the same class as the Commissioner would be affected to the same degree, the situation is not considered a conflict of interest under ORS 244.

2. **“Potential Conflict of Interest”** means any action or any decision or recommendation by a person acting in a capacity as a Commissioner of the GCSS, the effect of which could be to the private pecuniary benefit or detriment of the Commissioner or the Commissioner's relative or any business with which the Commissioner or relative of the Commissioner is associated. However, if all those included in the same class as the Commissioner would be affected by the same degree, the situation is not considered a conflict of interest under ORS 244.
3. **“Business with which the Commissioner is associated”** means any business of which the Commissioner or the Commissioner's relative is a director, officer, owner, or employee, or any corporation in which the Commissioner of Commissioner's relative owns or has owned stock worth \$1,000 or more at any point in the preceding calendar year.
4. **“Relative”** means the spouse, the children, the spouse's children, brothers, sisters, or parents of the Commissioner.

B. Procedures:

1. **For Actual or Potential Conflict of Interest:** When a Commissioner of the GCSS is involved in an actual or potential conflict of interest they will announce publicly the nature of the

conflict prior to taking any official action thereon as a member of the Commission.

- 2. Recording a potential or actual conflict of interest:** When a Commissioner gives public notice of an actual or potential conflict of interest, the actual or potential conflict will be recorded in the minutes of the meeting. A notice of the actual or potential conflict of interest and how it was dealt with, may at the discretion of the Commission, be provided to the Oregon Government Standards and Practices Commission within a reasonable period of time.
- 3. Declaration of an actual conflict of interest:** After declaring an actual conflict of interest, a Commissioner will not be entitled to participate in the discussion, debate, or vote.

Section XI

Adoption and Amendment of Commission Bylaws

- A. Amendments:** Any proposed amendments to the Bylaws will be submitted to the members in writing within fifteen days in advance of any regularly scheduled meeting of the Commission, and a two-thirds majority vote of those Commission members present is required for adoption.
- B. Bylaws Review:** The Chair of the Commission will appoint a Bylaws Review Committee, at the beginning of every new Chair term, for the purpose of reviewing, and when necessary, revising the Bylaws.