

Bylaws of the Board on Public Safety Standards and Training Fire Policy Committee

Article I NAME, PURPOSE, and POWERS

The Fire Policy Committee, established by Oregon Revised Statute (ORS) 181A.375, is charged with the responsibility of developing policies, requirements, standards, and rules relating to the fire discipline. All recommended policies, requirements, standards and rules are submitted to the Board on Public Safety Standards and Training (Board) for consideration.

Article II MEMBERSHIP, APPOINTMENTS, RESIGNATION and TERMINATION

Membership. Membership is defined in ORS 181A.375.

Appointments. Nominations for membership will be submitted to the Department of Public Safety Standards and Training (DPSST) for presentation to the Board chairperson for consideration. All appointments to the committee will be ratified by the Board.

The term of an appointed member is two years. An appointed member may be appointed to a second term.

Committee vacancies will be handled in the same manner as making an initial appointment.

Resignation and Termination. Resignation from the committee must be in writing and received by the committee chairperson.

Any appointment made based on a committee member's employment is automatically revoked if the committee member changes employment.

A committee member may be removed by the Board chairperson for just cause, at the request of the recommending or represented organization/agency, for non-participation in policy committee discussions, for lack of preparation for policy committee meetings or for two successive unexcused absences.

Article III MEETINGS and QUORUM REQUIREMENTS

Meetings. Meetings will be held in accordance with Oregon Public Meetings Law (ORS 192.610-192.690). The committee will meet at such times and places as determined by

the committee in coordination with the Board and DPSST. Meeting times and dates will be scheduled on a yearly basis and can be changed at the discretion of the chairperson.

Meeting Agendas. An agenda will be prepared by DPSST staff, in consultation with the committee chairperson. Discussions and actions of the committee will not be limited to agenda items. Discussions and actions may include any business consistent with the duties and responsibilities of the committee.

Participation. Deliberation of issues will only be conducted by committee members. Individuals other than committee members wishing to address the committee must submit a written request to DPSST at least two weeks prior to any meeting. In special circumstances, the chairperson of the committee may allow non-members to address the committee at a meeting, provided they adhere to the subject and limit their presentation as requested by the chairperson.

Any committee member with an open DPSST professional standards case is prohibited from participating in committee meetings. Any absence from a committee meeting as a result will count as an excused absence.

Quorum. A quorum of the committee is a majority of the appointed members.

Voting. Committee members are appointed to make recommendations to the Board regarding the policies and standards that govern the fire discipline. To abstain from a vote is to fail to perform a most important function given to a committee member. Absent compelling circumstances or conflicts of interest committee members should not abstain from voting.

Committee member votes for recommendations submitted to the Board must be recorded by conducting a verbal roll call.

Only officially appointed members may vote. The Chair is a voting member.

All issues to be voted on shall be decided by a simple majority of the quorum at the meeting in which the vote takes place.

Conflicts of Interest. Conflicts of interest occur when a committee member has competing interests or loyalties in a matter being presented for discussion, recommendation or vote. Whenever a committee member has an actual financial or personal interest in any matter coming before the committee, the affected member should disclose the nature of the interest and withdraw from any discussion or voting on the matter.

Any discussion or vote involving a potential or perceived conflict of interest should be disclosed. Members experiencing a potential or perceived conflict of interest will be allowed to participate in discussions, recommendations or votes upon declaring their

ability to remain unbiased. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for participation.

Recommendations. Past policy committee decisions will not dictate precedence for future policy committee decisions.

Subcommittees. The committee chairperson, in consultation with committee members, may create subcommittees if needed.

Records. The transactions of every public meeting of the committee will be recorded in the form of minutes and will be made available to the public. Minutes will reflect the subject and outcome of each vote. Records will be retained in accordance with the Secretary of State Archives Division Records Retention Schedule for DPSST/BPSST.

Article IV ELECTION of OFFICERS, RESPONSIBILITIES

Chairperson. The chairperson will convene and preside over meetings of the committee and sign on behalf of the committee as required by law. The chairperson will represent the committee at Board meetings and before all public bodies and will serve as a member of the Executive Committee to the Board. The chairperson will perform other duties as assigned by the Board.

Vice Chairperson. The vice chairperson will perform the duties of the chairperson in the chairperson's absence and, when acting in this capacity, will have all the powers and authority of the chairperson. In addition, the vice-chairperson may chair committees on special subjects as designated by the chairperson.

Election. The chairperson and vice chairperson will be selected by the members of the committee. Only members of the committee who are also members of the Board are eligible to serve as chairperson and vice-chairperson. Terms will be for a period of two years. Elections will be held at the first committee meeting of the year or as necessary.

Committee Members. Committee members will act as conduits for the exchange of information between the constituency, the associations they represent and the committee. Committee members will follow statutes and administrative rules or work to change such rules and statutes if inappropriate. Committee members will take into consideration the statewide impact on agencies and other disciplines when making decisions.

Article V TRAINING

Training. Committee members must attend a DPSST Board/Policy Committee Orientation prior to participating in policy committee discussions and votes.

Article VI
AMENDMENTS TO BYLAWS

These bylaws may be amended by a majority vote of members of the committee at any regular meeting, provided the proposed amendment or amendments have been sent to each committee member five working days prior to the meeting.

These bylaws were approved at a meeting of the Fire Policy Committee on February 27, 2019.