

Bylaws of the Polygraph Licensing Advisory Committee of the Department of Public Safety Standards and Training

Article I NAME, PURPOSE, and POWERS

The Polygraph Licensing Advisory Committee of the Department of Public Safety Standards and Training, established by Oregon Administrative Rule (OAR) 259-020-0210, is charged with the responsibility of assisting and advising the Department concerning the administration of the Polygraph Examiners Act (Oregon Revised Statute 703.010 to 703.310).

The advisory committee's duties include providing advice and assistance to the Department regarding development, review or revision of required examinations, evaluation and selection of polygraph examiners courses to be approved by the Department, reviewing and making recommendations of professional standards cases at the request of the Department and providing consultation in the form of a subject matter expert review regarding instrumentation and technical or professional practices within the polygraph profession.

Article II MEMBERSHIP, APPOINTMENTS, RESIGNATION and TERMINATION

Membership. Membership is defined in OAR 259-020-0210.

Appointments. Nominations for membership will be submitted to the Director of the Department of Public Safety Standards and Training (DPSST). Members will be appointed by the Director and subject to ratification by the Board.

The term of an appointed member is three 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 Director.

Any appointment made based on a committee member's employment is automatically revoked if the committee member changes employment or no longer maintains licensure as a Polygraph Examiner.

A committee member may be removed by the Director, in consultation with the Board chairperson, for just cause or at the request of the recommending or represented organization/agency. Just cause may include, but is not limited to, non-participation in advisory committee discussions, lack of preparation for advisory committee meetings or unexcused absences.

Article III MEETINGS 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 DPSST. Meeting times and dates will be scheduled on a yearly basis and can be changed at the discretion of the Department.

Meeting Agendas. An agenda will be prepared by DPSST staff. 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 DPSST staff and 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 Department 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 committee.

Past advisory committee recommendations will not dictate precedence for future advisory committee recommendations.

Subcommittees. The Department in consultation with advisory 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. Records will be retained in accordance with the Secretary of State Archives Division Records Retention Schedule.

Advisory committee members must attend a DPSST Board/Policy/Advisory Committee Orientation session prior to participating in advisory committee discussions.

Article IV AMENDMENTS TO BYLAWS

These bylaws may be amended by the Department at any time, in consultation with the Advisory Committee.

These bylaws were approved by consensus at a meeting of the Polygraph Licensing Advisory Committee on **October 10, 2022.**