Employment Department Advisory Council

Adopted Bylaws – February 4, 2022

Article I: Mission

The mission of the Advisory Council is to advise the Director of the Employment Department on Unemployment Insurance (UI) policy, administrative rules, legislation, program performance, business systems, and funding.

Article II: Purpose

The Advisory Council, representing key stakeholders and the public, provides meaningful advice and substantive input to the Director of the Employment Department on UI and Workforce programs. The Advisory Council provides its input and advice on policy, administrative rules, legislation, program performance, business systems, and funding.

The Advisory Council complements the role of the Oregon Workforce Talent Development Board (WTDB), which currently acts as the primary advisory body for Oregon's workforce system, including the programs and policies of the Workforce Operations Division and WorkSource Oregon.

The Workforce and Economic Research Division and Administrative Business Support section provide budget, labor market, employment, and other data and information as needed to both the Advisory Council and WTDB as context for making program and policy decisions and recommendations.

Article III: Membership

The Advisory Council shall be composed of four members representing employers, four members representing employees, and up to three members representing the public. The Director of the Employment Department serves as an ex-officio member of the Advisory Council.

Members are appointed by the Governor for a term of two years as provided in ORS 657.695

and are entitled to compensation and expenses as provided in ORS 292.495. Members may be considered for reappointment to serve additional terms up to a maximum of eight (8) years of service on the Advisory Council.

The Director of the Employment Department, in consultation with the Chair and the Council, shall nominate individuals for consideration for appointment by the Governor. In proposing nominees, the Director shall strive for a diverse balance of representation to the extent possible.

Council members should include representatives from Oregon businesses, statewide business organizations, third party administrators, labor organizations, and organizations that provide support to underrepresented or underserved populations. The department also seeks opportunities to involve representatives of the tribes in advisory roles for the department. At least three of the employee members must be representatives from labor organizations. It is desirable to have at least one employer or employee representative who is also a member of the WTDB to link and support the complementary roles and responsibilities.

Article IV: Officers

The Council shall annually elect by a simple majority vote a Chair and Vice-Chair from among the members, with the Chair and Vice-Chair coming from different membership categories. The Chair presides at council meetings, with the Vice-Chair assuming such duties in the Chair's absence. The terms of office for the Chair and Vice-Chair shall be for one year. It is anticipated that the Vice-Chair will become Chair the following year.

Article V: Meetings

The Council shall meet at least quarterly, with regular meetings held more frequently as needed during the legislative session to provide input and advice on pending legislation that affects the department. Members are expected to attend at least three quarterly meetings in person**,** ~~or~~ by phone**,** or video conference. A member shall notify the Chair or staff liaison at least 24 hours in advance of a meeting if they are unable to attend. Per ORS 182.010, a member who has two successive, unexcused absences shall forfeit their office unless the member is prevented from attending for reasonable cause.

To vote on any advice to the director, input to the department, election of officers**,** or amendments to the bylaws**,** a majority of members must be present. There must be at least two members each representing employers and employees present in order for the vote to take place.

Article VI: Committees

The Chair may appoint committees to consider, report upon, and recommend action on specific issues. Committees may be appointed as temporary or as standing committees with continuing responsibility for specific subjects. In consultation with the director, department staff may be appointed to participate on committees.

Article VII: Operations

The department shall assign a staff liaison to be the primary contact for and to provide support to members, including working with the Chair and department leadership in developing agendas and preparing meeting materials. At the direction of the director, the staff liaison will interact with the Governor's office on appointment and reappointment of Council members.

Article VIII: Amendments

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority vote of the Council members present at any regular or special meeting.