

Translation Advisory Council Bylaws

Mission

The Oregon Secretary of State Translation Advisory Council (Council) is a non-partisan advisory body committed to providing voters of Oregon's diverse communities with translated and culturally sensitive pamphlets. The Council includes members of Oregon's culturally and linguistically diverse communities. It was created pursuant to House Bill 3021 (2021), codified in ORS 251.173, and implemented through Oregon Administrative Rule (OAR) 165-024-0010.

ARTICLE I Background and Purpose

1. The Secretary of State (Secretary) consults with the Council to ensure professional translations of voters' pamphlets are accurate and culturally responsive in a linguistically appropriate way.
2. The Council reviews translated voters' pamphlets and makes recommendations to the Secretary.
3. The Secretary may also consult with the Council on related translation matters.
4. The purpose of these Bylaws is to establish the procedures by which the Council performs the duties assigned to it by ORS 251.173 and OAR 165-024-0010.

ARTICLE II Administrative Support

1. The Council relies on the Secretary for the services, materials, records, and administrative support as the Council requires to perform its duties.
2. Staff assigned to the Council may attend and participate in Council meetings but shall not be voting members of the Council.

ARTICLE III Council Composition & Qualifications

1. Members are appointed by the Secretary as described in ORS 251.173 and OAR 165-024-0010. The qualifications for members are described in ORS 251.173 and OAR 165-024-0010.

ARTICLE IV Member Appointments & Stipends

1. Members are appointed by the Secretary as described in ORS 251.173 and OAR 165-024-0010. The qualifications for members are described in ORS 251.173 and OAR 165-024-0010.
2. Members do not receive pay for any services performed as part of their service on the Council.
3. Members may receive an annual calendar year stipend and meeting stipends for attendance at meetings as provided by the Secretary of State's Volunteer Stipend Policy.
4. Members may receive reimbursements for travel and expenses as provided by the Secretary of State's Travel Policy.

ARTICLE V Officers and Officer Duties

1. The Council shall elect a Chair. The Chair shall prepare meeting agendas, preside over Council meetings, appoint work group members, and perform other duties and powers as the Council determines necessary for the performance of its functions.
2. The Council shall elect a Vice Chair. The Vice Chair shall perform the duties assigned by the Chair. In the absence of the Chair or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair with all the responsibilities of and subject to all the restrictions imposed upon the Chair.
3. The term of the Chair and Vice Chair shall each be two (2) years.
4. The Chair and Vice Chair may be re-elected once for a maximum of two terms, not to exceed four years as an officer.
5. If the office of the Chair is vacant, the Vice Chair shall assume the functions of the Chair until the Council elects a new Chair. If the office of the Vice Chair is vacant, it shall remain vacant until the Council elects a new Vice Chair.
6. If a vacancy occurs in the office of the Chair when the office of the Vice Chair is vacant, the Council shall designate a Council member to preside over meetings as Chair pro tem until the Council elects a Chair or a Vice Chair.
7. If both the Chair and the Vice Chair are unable to attend any Council meeting, the Chair shall designate a Council member to preside at that meeting. If the Chair fails

to designate a member to serve, then a work group coordinator shall preside. If there is no work group coordinator, then a request will be made that one of the Council members present preside.

ARTICLE VI Meetings & Voting

1. The Council shall meet at least once per calendar year. Additional meetings may be held at the call of the Chair or by a majority of Council members, subject to budget availability.
2. Meetings of the Council shall be held virtually by electronic communications to the extent practicable. Council members must be able to speak and hear each other and the public must be able to listen to or observe the meeting. Participants shall be notified that Council meetings are electronically recorded.
3. Public attendance at Council meetings is guaranteed to the extent provided in applicable public meetings laws, but there is no right for the public to participate in Council meetings. In its discretion, the Council may provide opportunities to take public comment virtually or through written comments.
4. Notice of scheduled meetings, agendas, and minutes shall be made publicly available at least one week prior to a Council meeting on the Council website and the Oregon Transparency website. Meeting minutes and electronic recordings of meetings shall be made available to the public promptly on these websites.
5. The Council shall follow Robert's Rules of Order. Subject to approval by the Council members, officers may also establish specific procedural rules of order to ensure the orderly, timely, and fair conduct of business.
6. Official actions of the Council shall be taken by a public vote and only when a quorum of Council members is present. When the Council does not have a quorum, it may deliberate on issues but may not vote or take any official action.
 - a. A quorum is a simple majority of the current members of the entire Council. It is not the number of members present at a particular meeting.
 - b. Council members who attend virtually shall be counted in determining a quorum.
 - c. Proxy votes shall not be permitted.

7. A simple majority of all Council members present must vote affirmatively to take any official action, except that when voting on bylaws, a 2/3 majority is required. Proxy votes shall not be permitted. Abstaining votes shall be recorded as abstentions.

ARTICLE VII Committees and Work Groups

1. The Council may establish committees or work groups to support and advise the Council in the performance of its functions.
2. Committees and work groups are not empowered to take official actions on behalf of the Council. Committees and work groups may vote on recommendations to be brought forward to the Council. Such recommendations must be ratified by a vote of the Council to become official Council actions.
3. Committees and work groups shall be comprised of Council members and may include the Chair and Vice Chair.
4. The Chair shall designate committee and work group members and a coordinating member to preside over meetings and report activities to the Council.
5. Subject matter experts or consultants may be invited on an ad hoc basis and shall serve at the pleasure of the committee or work group.
6. If there is a vacancy for a coordinating member, the Chair or Vice Chair shall act as the coordinator until the position can be filled.

ARTICLE VIII Member Conduct

Members shall promote the integrity of the Council by abiding by conduct expectations outlined in the Translation Advisory Council Handbook, statute, and in these bylaws. If any member fails to comply, such information will be conveyed to the Secretary and the Secretary may decide whether to dismiss the member who is noncompliant.

1. Members shall regularly attend Council meetings.
 - a. If, in a calendar year, any member accrues more than one absence from scheduled Council meetings, then such member shall be considered noncompliant with attendance expectations.
 - b. Committee and work group meetings shall not be included in attendance compliance records.

2. Members shall actively engage in the work of the Council.
 - a. If any member fails to respond to or take requested actions in Council emails with the subject lines, “Action Needed by [Date]” or “Response Requested by [Date],” then such member shall be considered noncompliant with engagement expectations.
 - b. A member may miss one of four possible quarterly voters’ pamphlet reviews annually. Any member who fails to be available for at least three of four quarterly voters’ pamphlet reviews shall be considered noncompliant with engagement expectations.
 - c. Committee and work group activities shall not be included in engagement compliance records.
3. Members shall actively maintain an awareness of the standards that govern their conduct as public officials.
 - a. Members shall promptly complete assigned new appointee paperwork by deadlines established by the Secretary of State Human Resources Division.
 - b. Members shall complete orientation and training, including, but not limited to the following topics: prevention of discrimination, harassment, and sexual harassment in the workplace; Oregon government ethics law for public officials; and orientation to the Translation Advisory Council Handbook.
 - c. Members shall complete orientation by deadlines established by Council staff.
 - d. Members shall complete training within six months of the date of member appointment, or December 31, whichever is earlier.
 - e. If any member fails to complete new appointee paperwork, orientation, or training by deadlines, then such member shall be considered noncompliant with public officials conduct expectations.
4. Members shall avoid any conflicts of interest and any appearance of impropriety.
 - a. At the earliest opportunity, members shall disclose and seek guidance through written notification to Council staff of the nature of a potential conflict for the Secretary’s review and disposition. The disclosure of the potential conflict of interest shall be part of the public record and the Secretary may give notice to the Oregon Government Ethics Commission.

- b. If any member fails to disclose and seek guidance on potential conflicts of interest, then such member shall be considered noncompliant with the expectations for public officials.
5. Members shall notify the Secretary when requested to represent the Secretary of State Translation Advisory Council in an official capacity outside of Council meetings.
- a. At the earliest opportunity, members shall notify Council staff in writing of request(s) to represent the Council in an official capacity, including media requests.
 - b. Unless otherwise pre-approved, members shall use and distribute only official, approved Secretary of State Elections Division materials while acting in an official capacity.
 - c. If any member fails to notify the Secretary or uses non-approved elections materials without preapproval, then such member shall be considered noncompliant with Council conduct expectations.

ARTICLE IX Rules of Construction and Amendments to Bylaws

- 1. All procedures in these bylaws shall be construed in accordance with applicable state statutes and OARs. In the event of a conflict between these bylaws and applicable statutes or OARs, the statutes or OARs shall control.
- 2. These bylaws may be amended or repealed, and new bylaws may be adopted by the Council at any meetings of the Council provided that twenty calendar days written notice of the proposed amendment be provided to each Council member.
- 3. Nothing contained in these bylaws shall be deemed to limit or restrict by law the general authority vested in the Council or the Secretary of State's Office.