

OREGON DEALER ADVISORY COMMITTEE ODAC Guidelines

In addition to the provisions of ORS 802.370 and OAR 735-150-005, the following provisions concerning ODAC's meeting structure and procedures shall apply:

1. Chair:

The DMV Administrator shall appoint the Chairperson.

2. Vice-Chair:

The chair shall annually nominate and the ODAC committee members shall approve a member as vice-chair. The vice-chair shall serve during the absence of the chair.

3. Appointment:

Appointment of members shall be made in accordance with OAR 735-150-0005 and ORS 802.348. Vacancies will be considered an opportunity to improve diversity of the committee. The appointment process shall be as follows:

- DMV shall seek and consider the recommendation of the appropriate trade associations.
- DMV shall seek and consider the recommendations of ODAC members.
- commitment to prioritizing diversity and equity
- DMV and ODAC will strive to recruit and recommend persons representing the community it serves, considering race, gender, economic status, age, and other factors.
- DMV may request prospective candidates to submit a brief written statement of interest in the appointment.
- DMV shall request a resume/background letter be submitted by or on behalf of the nominee.
- DMV may interview prospective candidates of its choice or use other methods of making a selection.

DMV shall advise the ODOT Director of its chosen candidates. The DMV Administrator shall issue a letter of appointment to the chosen candidates.

4. Appointed Members

Newly appointed ODAC members will be provided with a virtual notebook via email that includes relevant statutes, rules, membership information, DMV contacts and specific meeting documentation. Physical notebooks will be provided upon request.

The manager of DMV's Business Regulation Section will welcome new members and help them learn more about what to expect when working as part of ODAC and to help new members understand DMV's and ODAC's organizational culture and norms.

ODOT's Office of Equity and Civil Rights (OECR) will provide diversity, equity, and inclusion training for all members and will provide ongoing support and resources as needed. Members are to direct any questions and requests through the manager of DMV's Business Regulation Section or their support person.

5. Code of Conduct

ODAC meetings are an open forum where members feel secure sharing their values and viewpoints and all opinions are respected. Any reference to discussions about ODAC members outside of meetings should be respectful.

During ODAC meetings, members will:

- Communicate in a respectful and professional manner.
- Hold oneself accountable.
- Respect physical and verbal boundaries.
- Build positive relationships.
- Act in the best interest of ODAC's purpose which is "to advise the Department of Transportation on the administration of laws regulating vehicle dealers under the vehicle code".
- Avoid personal comments that are intended to or could reasonably be construed to offend others.
- Create opportunities for everyone to speak.
- Exercise tolerance of the perspectives and opinions of others.
- Refrain from making inappropriate comments.
- Be welcoming to speakers and treat them with respect.

Outside of ODAC meetings, members will:

- Communicate in a respectful manner.
- Limit discourse outside of meetings.
- Discuss topics thoughtfully and not attack individual behaviors.
- Be aware of the public nature of written notes, calendars, voicemail messages, and email.
- Make no promises on behalf of ODAC in unofficial settings.

6. Diversity, Equity, and Inclusion

ODAC members will promote an environment that cultivates and maintains respect, support, and inclusion. Members will consider the equity implications of all decisions and recommendations. ODAC members will demonstrate professional judgment, integrity, strong communication and interpersonal skills, and a high degree of ethical conduct in situations of equity, access, and disparities relating to underrepresented and under-served populations.

7. Meeting Dates:

ODAC meetings will be scheduled on a quarterly basis on the 4th Thursday of January, April, July and October. Meetings shall be held from 9:00 a.m. to Noon. The meeting schedule can be changed or altered when agreed to by a majority of the members and DMV. DMV staffs and provides support for the ODAC meetings and must also be represented at any scheduled ODAC subcommittee meeting.

8. Quorum:

Meetings may be held without a quorum present. A quorum shall be half of the total membership plus one.

9. Voting:

For the purposes of voting on any issue before the ODAC committee, a quorum of members must be present. No member is allowed to send a representative to vote and no member shall be allowed to issue a proxy to another member. Voting shall be initiated by the Chair who shall state the measure, request a motion and a second to the motion. Voting by the committee members

shall follow. This does not apply to legislative proposals, which are covered under a separate section of the guidelines.

10. Public Participation:

Members of the public may attend regularly scheduled ODAC meetings.

11. Agenda:

DMV shall prepare a draft agenda for the ODAC membership which will be sent by email to the members no less than seven days prior to the ODAC meeting. Members may request items be placed on the agenda by either a written or verbal request to the manager of DMV's Business Regulation Section or their support person. The request for the agenda item must be received by the Business Regulation Manager two (2) days prior to the meeting. DMV may accept or reject agenda items based on available time or for other reasons. A final agenda shall be distributed at the meeting.

12. Meeting Minutes:

DMV shall prepare minutes of all regularly scheduled ODAC meetings. DMV shall maintain the approved minutes of the ODAC meetings and, upon request, shall provide copies of the minutes of meetings to ODAC members. Copies of ODAC meeting minutes may also be provided to the public when requested, upon payment of a copying fee as provided by law for paper copies. There is no fee when meeting minutes are emailed to the requestor. DMV shall distribute the minutes to members two weeks after the meeting. Business Regulation support staff will make required corrections to previous meeting's minutes based on comments received by the ODAC members. The minutes will be redistributed if necessary.

13. Civil Penalties and Administrative Rules

DMV will email ODAC members information on pending civil penalties and other sanctions as required by law. Proposed amendments to Oregon Administrative Rules (OAR) will also be sent to the members for comment. DMV requests that comments from the ODAC members be made via email within seven days of receiving case documents and by the date shown on the OAR-related request for comment.

14. DMV Contact

ODAC members' primary contact with DMV will be made through DMV's Business Regulation Section Manager or their appointed representative.

15. ODAC Guidelines

ODAC guidelines and any changes to the guidelines require approval of a quorum of ODAC members and are subject to DMV approval.

14. Legislation

Prior to a regular legislative session, the agenda for the ODAC meetings will include an item labeled "Legislation". DMV, ODAC members and other industry representatives or lobbyists attending the meetings will be asked to share possible/proposed legislation for the upcoming session. Proposed legislation being discussed must relate to both DMV and the ODAC membership.

DMV remains neutral on proposed legislation, other than that proposed by DMV. DMV may be able to provide information concerning the impact of the proposed legislation and alternatives to lessen the impact. The focus shall be on proposed legislation that impacts both DMV and the motor vehicle industry and the interests of the general public in the ownership, purchase and use of vehicles.

If there is a request for ODAC to endorse a position on a particular bill (either to support or oppose), the following process will be followed:

- A motion to support or oppose the legislative proposal is made and seconded.
- Members may abstain from voting.
- ODAC shall remain neutral on legislative proposals unless (1/2) one-half of the appointed membership plus 2 additional members participate in the voting. Votes by ODAC members to support or oppose proposed legislation may be in person, by phone or by electronic means but must be recorded at the meeting.

Official support or opposition to legislation by ODAC members may only be used after being approved through the above process. However, this does not prohibit individual members of ODAC acting in their private capacity from collaborating in the legislative process on bills of interest, as long as they do not represent their own position as the position of the ODAC members.