

**GOVERNOR’S ADVISORY COMMITTEE
ON
MOTORCYCLE SAFETY**

BY-LAWS

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ARTICLE I – Purpose and Scope

The purpose of these By-Laws is to assist the committee in carrying out committee functions and responsibilities. These By-Laws apply in addition to any other statutes, administrative rules or Executive Orders that may govern the Governor’s Advisory Committee on Motorcycle Safety.

ARTICLE II – Membership Duties

Section 1: Membership

Committee membership is established by Executive Order 07-06 and consists of eight members. It is recommended that there be a minimum of two female members. Also, the members shall represent diverse geographical areas from the Portland Metropolitan area, the Willamette Valley area and non-Valley areas.

Section 2: Terms of Office

Committee member terms of office are governed by Executive Order of the Governor, and are as follows:

- (a) The term of office for a member is four years;
- (b) No member is eligible for appointment to more than two full terms of office, unless the Governor deems appropriate; and
- (c) Members whose terms have expired continue to serve until successors are appointed.

Section 3: Election of Officers

The committee shall select one of its members as chairperson and one as vice-chairperson. In addition to serving as presiding officers, the chairperson and vice-chairperson have all the rights, duties and responsibilities of any other member of the committee.

Section 4: Committee Duties

- (a) Presiding officers. The chairperson presides at committee meetings. In the absence of the chairperson, the vice-chairperson presides. In the absence of both the chairperson and the vice-chairperson, the longest serving member of the committee who is present presides, or the Governor’s Highway Safety

Representative (GHSR) may facilitate the meeting. The presiding officer is responsible for the efficient and orderly conduct of committee meetings. The presiding officer has the authority to impose reasonable restrictions, such as limiting the length of testimony or limiting comments to relevant topics.

- (b) Committee members. Committee member responsibilities include:
- Regular and on-time attendance at meetings. It is recommended that each committee member not have more than two unexcused absences per year
 - Notifying the committee liaison if unable to attend a meeting
 - Preparing for committee meetings
 - Understanding and following democratic processes
 - Examining all available information before making judgments
 - Recognizing that the committee serves and protects the public interest
 - Be familiar with the Oregon Motor Vehicle code and the Oregon Legislative process
 - Abide by the appropriate Oregon Ethics laws, rules, policies and procedures
 - Recommend completion of a TEAM OREGON Motorcycle Safety class

ARTICLE III – Committee Protocols

Section 1: Meeting Intervals

- (a) The committee shall meet monthly during Legislative years and quarterly during non-Legislative years.
- (b) The committee may meet more frequently upon agreement of the committee, the chairperson or the Governor’s Highway Safety Representative.
- (c) Committee meetings are held at the Transportation Safety Division conference room, unless the chairperson and the Governor’s Highway Safety Representative designate an alternate location.
- (d) Members may attend meetings and vote via telecommunication, if necessary.
- (e) The agency will publish a meeting schedule on their website. When necessary, a scheduled meeting may be rescheduled or canceled by agreement of the committee, or upon direction of the chairperson or the Governor’s Highway Safety Representative.

Section 2: Rules of Order and Parliamentary Procedure

- (a) Robert’s Rules of Order, 10th Edition, is adopted for committee proceedings.
- (b) The following voting process will be used:
1. To make a motion, a member must be recognized by the Chair. In situations where several members want to make motions, it is the privilege of the Chair to determine who will be recognized and hence what motions will be made and in what order.
 2. The member states the motion.
 3. A "Second" is required and may be blurted out by any member. To "Second" a motion only means that the member is willing to entertain

discussion on the motion. It does not imply support for, or a readiness to vote on, the issue. If there is a second, the proposing member restates the motion for the Secretary to record in exact wording. Short wordsmithing discussion between members about the motion is allowed, but not debate.

4. Discussion continues until "the question" is resolved. Resolution comes through (1) a motion to amend the motion, (2) a motion to close the debate, or (3) a call for the question. It is the Chair's privilege to allow rancorous discussion, or to insist that no one speak unless recognized.
5. a) Once a motion is seconded, it becomes committee property. To amend a motion, a motion must be made to do so. Like other motions, the Chair must recognize the member. The member then states the amendment. The amendment must be seconded. It can be debated. The Chair calls for a vote of the amendment, and may do so at any time. It passes by simple majority of members in attendance. An amendment may not be amended.
- 5 b) A motion to limit debate is a motion to stop discussion of a motion without any further action. Like other motions, the Chair must recognize the member. The member then requests that debate be limited. The motion must be seconded. It can be debated. The Chair calls for a vote on the motion to limit debate, and may do so at any time. It passes by simple majority of members present.
- 5 c) A "Call for the Question" is a call to stop discussion and vote on the current motion. A member may blurt out a call for the question at any time. It must be seconded. The Chair is duty-bound to take a vote on whether members are ready for a vote. If a simple majority of members in attendance are in favor, debate is ended and a vote is taken on the current motion.
6. Motions require affirmative votes from a simple majority of the members present to pass. The Chair is a voting member. It is the privilege of the Chair to select the voting method.

Section 3: Quorum Requirements for Meetings

- (a) A quorum is required to transact business.
- (b) A majority of the committee constitutes a quorum.
- (c) If a quorum is not present, members may engage in informal discussion of issues but may not take official action.
- (d) Committee vacancies are treated the same as member absences for purposes of calculating a quorum.

Section 4: Voting Requirements

- (a) The vote of each committee member must be recorded for each action taken.

- (b) Members who abstain from voting shall state a reason for abstention.
- (c) Written ballots are allowed but the ballot must record the name of the committee member and the member's vote.
- (d) Secret ballots, proxy ballots and ballots by mail are prohibited under ORS 192.650.

Section 5: Preparation of Meeting Agendas

To ensure that committee members can be adequately prepared for meetings, and that the public receives notice of meetings:

- (a) Meeting agendas will be prepared and distributed approximately two weeks prior to scheduled committee meetings.
- (b) Any individual may request an item be placed on the agenda at the discretion of the Chair. It is recommended that any requests be received in writing by the agency at least 7 working days prior to the date of the scheduled meeting and include:
 - (1) A written statement explaining the subject matter of the item;
 - (2) The action or result requested, if applicable;
 - (3) The amount of time requested; and
 - (4) Any other documents relevant to the item.
- (c) Any committee member may add an item to the agenda if received within a reasonable time prior to the meeting to provide the public with notice of the item.
- (c) The agency may discuss the proposed agenda with the chairperson.
- (d) At a meeting, during the approval of the agenda, the committee may make limited amendments but may not add action items.

Section 6: Executive Session

- (a) The committee may hold an executive session during any meeting, after the presiding officer has identified the authority under ORS 192.660 (Records, Public Reports and Meetings – Executive Sessions). Appropriate reasons for holding an executive session include consultation with legal counsel concerning legal rights and duties, and consideration of information or records that are exempt from public inspection.
- (b) An executive session is closed to the general public but representatives of the news media must be allowed to attend. The committee may specify that certain information is not to be disclosed or is not to be published by the media. *Note:* The Attorney General has interpreted “representatives of the news media” to include newsgathering representatives (reporters) of news media that ordinarily report activities of the body.
- (c) No action requiring a vote may be taken during an executive session. The vote must be made in public session.

Section 7: Public Attendance and Participation at Committee Meetings

To encourage public input into the committee's decision-making process, the following outline procedures for public participation during committee meetings.

- (a) All committee meetings are open to the public except when the committee meets in executive session.

- (b) The Public Meetings Law does not guarantee public participation in a meeting.
- (c) The presiding officer is responsible to ensure orderly meetings so may depart from established procedures to invite public input.
- (d) Cell phones, pagers and similar devices are to be turned off during meetings.

ARTICLE V - Committees and Subcommittees

The committee, chairperson or Governor's Highway Safety Representative may designate committees or subcommittees (including work groups and task forces) to assist the committee in carrying out committee or agency responsibilities. The committee Bylaws do not apply to these committees and subcommittees which are governed by separate protocols established by the group.