

GOVERNOR’S ADVISORY COMMITTEE (GAC) ON DUII

Guidelines and Overview

I. Purpose and Scope

The Governor’s Advisory Committee (GAC) on Driving Under the Influence of Intoxicants (DUII) was created by Executive Order No. EO-83-20 on December 13, 1983. The main purpose and role of the committee is to advise the Governor and other statutorily created agencies on the problems and issues relating to driving under the influence of intoxicants in Oregon.

II. Membership

Membership is by Governor’s executive appointment. Executive appointments shall represent but are not limited to the following interests: education, enforcement, judicial, legislative, medical, prevention, prosecution, public interest, and treatment.

III. Terms

Committee members shall be composed of individuals appointed by the Governor for terms of four years. The Governor appoints a chairperson from among the members of the committee. No member shall serve on the committee for more than two full terms of office unless the Governor deems appropriate. Members whose terms have expired will continue to serve until successors are appointed.

IV. Election of Officers

The committee chairperson, from among the members, shall be appointed by the Governor. The committee vice-chairperson shall be selected by the committee. In addition to serving as the presiding officers, the chairperson and vice-chairperson have all the rights and responsibilities of any other member of the committee. The Impaired Driving Program Manager in the Transportation Safety Office shall serve as the legislative analyst and staff support. Other TSO personnel shall serve as administrative assistants.

V. Committee Duties

The primary role of the committee is to support and assist in formulating administrative and legislative goals and objectives for reducing the incidences of DUII, and to monitor their implementation. The committee broadly represents the issues relating to the Legislative Assembly, public and private organizations involved in impaired driving countermeasures, victims of impaired drivers, and the general public. Individual committee member duties include:

Presiding officers. The chairperson presides at the committee meetings. In the absence of the chairperson, the vice-chairperson presides. In the absence of both the chairperson and

vice-chairperson, the longest serving member of the committee who is present presides. The presiding officer is responsible for the efficient and orderly conduct of the meetings. The presiding officer has the authority to impose reasonable restrictions, such as limiting the length of testimony or comments to relevant topics. The presiding officer may establish subcommittees if necessary to respond to legislative or other activities that impact the reduction of driving under the influence of intoxicants in Oregon.

Committee member responsibilities include:

- (a) Regular and on-time attendance at meetings
- (b) Notifying the committee staff liaison if unable to attend a meeting
- (c) Preparing for committee meetings by reviewing minutes and other materials provided in advance of the meetings
- (d) Understanding and following the democratic processes
- (e) Examining available and relevant information before making judgments
- (f) Recognizing that the committee serves the public interest
- (g) Testifying before legislative committees on behalf of the committee in support or opposition to legislative measures when asked to do so

VI. Committee Protocols

Meeting Intervals

The committee shall meet monthly on dates established and agreed upon by the members or upon the direction of the chairperson. Committee meetings will be held at pre-designated and agreed upon locations unless the chair designates an alternate location. Members may attend meetings and may vote via telecommunications if necessary and if pre-approved by the chairperson. Committee meetings will be posted on the Oregon Transportation Safety Office website and also may be noted in press releases from time to time. When necessary, a scheduled meeting may be rescheduled or canceled by agreement of the committee, or upon direction of the chairperson.

Rules of Order and Parliamentary Procedure

The most current version of the Robert's Rules of Order shall be followed at committee meetings.

Quorum Requirements for Meetings

A quorum is required to transact or approve/disapprove committee business. A majority of the committee constitutes a quorum. If a quorum is not present, members may engage in discussion of issues, but may not take official action or otherwise exercise the authority of the committee. Committee vacancies are treated the same as member absences for purposes of determining a quorum.

Quorum Requirements for Official Action

When a quorum is present, the committee may take official action and exercise the authority of the committee. All official actions of the committee must be taken by membership vote. Any member may propose a motion for the action of the committee. A seconding motion is not required. The presiding officer may call for discussion on the motion. After discussion, or if no member wishes to speak on the motion, the presiding officer shall call for a vote. In order for a vote to be valid, at least a quorum of the entire committee must concur with the result.

Voting

The vote of each member must be recorded for each action taken. Members who abstain from voting shall state a reason for the abstention.

VII. Meeting Agendas

To ensure that committee members can be adequately prepared for meetings, and that the public receives notice of meetings, meeting agendas will be prepared and distributed approximately two weeks prior to the scheduled meetings. Any individual may request an item be placed on the agenda. A request must be received in writing at least 30 days prior to the date of the scheduled meeting and include;

- (a) A written statement explaining the subject matter of the item;
- (b) The action or result requested, if applicable;
- (c) The amount of time requested; and
- (d) Any other documents relevant to the item.
- (e) Any committee member may add an item to the agenda if received within a reasonable time prior to the meeting.
- (d) The member will discuss the proposed agenda item with the chairperson or vice-chairperson prior to the meeting.
- (e) During meetings, the committee may request limited amendments but not add action items without prior approval.

VIII: Public Attendance and Participation

To encourage public input into the committee's decision-making process, the following outlines the procedures for public participation during the 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 and may depart from established procedures to invite public input.

IX. Committees and Subcommittees

The committee or chairperson may designate committees or subcommittees (including workgroups or task forces) to assist the committee in carrying out various responsibilities.

The committee guidelines do not apply to committees and subcommittees which are governed by separate protocols according to the nature of the group.

X. Agency/Organizational Liaisons

The committee welcomes and encourages liaison representation from various federal, state, local and private agencies involved in the prevention and reduction of impaired driving. Agency liaisons shall be approved by the committee and include, but are not limited to:

- a) Clear Alliance
- b) Department of Public Safety Standards and Training
- c) Driver and Motor Vehicles Services
- d) DUII Multi-Disciplinary Training Task Force
- e) Mothers Against Drunk Driving
- f) National Highway Traffic Safety Administration
- g) Oregon Association of Chiefs of Police
- h) Oregon District Attorney's Association
- i) Oregon Impact
- j) Oregon Judicial Department
- k) Oregon Liquor and Cannabis Commission
- l) Oregon Public Health Division
- m) Oregon State Police
- n) Oregon State Sheriff's Association
- o) Oregon Transportation Safety Office
- p) Traffic Safety Resource Prosecutor