

Oregon Seismic Safety Policy Advisory Commission Bylaws

Article 1 Mission

SECTION 1: NAME

The name of the body is the Oregon Seismic Safety Policy Advisory Commission, also known as “OSSPAC” or the “Earthquake Commission.” OSSPAC is established and addressed in Oregon Revised Statutes (ORS) 401.915 to 401.925.

SECTION 2: OBJECTIVES

OSSPAC promotes earthquake awareness and preparedness through education, research, and legislation. The mission of OSSPAC is to positively influence decisions and policies regarding pre-disaster mitigation and post-disaster issues of earthquake and tsunami hazards, increase public understanding of hazard, risk, exposure, and vulnerability and be responsive to the new studies and/or issues raised around earthquakes and tsunamis. In order to fulfill the goals of the commission, OSSPAC members have developed five primary objectives. These objectives are to develop policy recommendations to increase or improve:

- Earthquake and tsunami awareness, education, and preparedness.
- Earthquake risk information.
- The earthquake safety of buildings and lifelines.
- Geo-science and technical information.
- Emergency pre-disaster planning, response, and recovery efforts.

Article 2 Membership

SECTION 1: MEMBER APPOINTMENT

OSSPAC is composed of 18 members. They include:

The chief officer or the chief officer's designee of these state agencies:

- Department of Consumer and Business Services.
- Department of Geology and Mineral Industries.
- Department of Land Conservation and Development.
- Department of Transportation.
- Office of Emergency Management of the Oregon Military Department.

Thirteen members appointed by the Governor:

- One representative of local government.
- Six members representing the public interest, including:
 - One representative of a school district, community college or university.
 - Two members of the Legislative Assembly.
 - Three members of the general public.
- Six members representing affected industries or stakeholders.

SECTION 2: TERM OF OFFICE

The term of office of each member appointed by the Governor, except the members of the Legislative Assembly, is four years, but a member serves at the pleasure of the Governor. The term of office of a member of the Legislative Assembly expires at the end of the term for which the member is elected. Before the expiration of the term of a member, the Governor shall appoint a successor whose term begins on July 1, next following. A member is eligible for reappointment. If there is a vacancy for any cause, the Governor shall make an appointment effective immediately for the unexpired term.

SECTION 3: EXPENSES

OSSPAC members appointed by the Governor, except members of the Legislative Assembly, are entitled to compensation and expenses as provided for in ORS 401.920 and 292.495.

SECTION 4: ATTENDANCE

Members are expected to attend all meetings of OSSPAC. Legislative members may designate a staff person to attend OSSPAC meetings on their behalf as needed. An expected absence shall be noted to the staff of OSSPAC in advance.

If a member misses two meetings in a row, or three meetings in a 12-month period, without just cause the OSSPAC Chair or staff may request the Governor to appoint or the chief officer of a state agency to designate a replacement. Just cause shall include illness of the member or the family of the member or any other cause that the Chair determines constitutes a valid reason for failing to attend.

SECTION 5: AUTHORITY

No action by any OSSPAC member shall be binding upon, or constitute an expression of, OSSPAC policy until it is approved by OSSPAC membership.

Article 3 Meetings

SECTION 1: REGULAR MEETINGS

OSSPAC shall meet at least once every two months at a place, day and hour determined by the commission. Generally, meetings will be conducted on the second Tuesday of odd numbered months. Meetings generally will be conducted in Salem or Portland, although meetings may be scheduled in other locations in Oregon when convenient for a majority of the members or when circumstances allow.

Meetings shall be conducted in accordance with Oregon's Public Meetings Law (ORS 192.610 through 192.710) and Public Records Law (ORS 192.001 through 192.505). Regular meetings require at least 7 days written advance notice to members. The notice shall include an agenda of all major topics for discussion.

SECTION 2: SPECIAL MEETINGS

OSSPAC also may meet at other times and places specified by the call of the Chair or a quorum of members. Special meetings shall require at least 10 days advance written notice to all members, and shall include an agenda of all major topics for discussion and all topics for action.

Under necessary circumstances, OSSPAC business may be handled by a telephone conference call.

OSSPAC Committees will meet at the call of the Committee Chair.

SECTION 3: QUORUM

ORS 401.920 states that a majority of the members of the Commission constitutes a quorum for the transaction for business. Since there are 18 members, a quorum is 10.

SECTION 4: VOTING

Each OSSPAC member is entitled to one vote. Proxy voting is not allowed, except for Legislative members, who may designate in writing a staff person to vote on their behalf.

SECTION 5: PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedures, unless such questions are addressed by Oregon Revised Statute, Oregon Administrative Rule, or OSSPAC Bylaws.

SECTION 6: PUBLIC PARTICIPATION

The Chair may choose to allow limited public participation in Commission meetings as time permits during designated public comment periods. During a public comment period, members of the public wishing to raise an issue which is not on the Commission's agenda for that meeting shall provide the Commission with 20 copies of the information which will be entered into the public record. The Chair has the authority to regulate the order and length of appearances by members of the public. The Chair also has the authority to

refuse to allow specific comments if the comments do not pertain to the mission of OSSPAC or if OSSPAC has already acted on the issue.

Article 4 Offices

SECTION 1: SELECTION OF OFFICERS

OSSPAC shall select one of its members to serve as Chair of the Commission and shall select another member to serve as Vice Chair. Officers shall serve for a term of two years, running from July 1 through June 30 of the second year following. Officers may serve a maximum of two terms in the same office.

A biennial election of the officers of Chair and Vice Chair will be held at the regular meeting in May of odd numbered years, or the regular meeting of the third quarter of the year. The new officers will take office on July 1.

If a vacancy occurs in an OSSPAC office, a special election to fill the office will be conducted at the next regular meeting. The new officer will take office at the next meeting after the election.

SECTION 2: DUTIES OF CHAIR

The Chair shall:

- Preside at all OSSPAC meetings. Agendas will be prepared in coordination with Oregon Emergency Management staff.
- Be the contact representative for OSSPAC unless the Commission makes other arrangements in an official meeting.
- Represent OSSPAC, along with other members or staff, before legislative committees and official functions. If the Chair represents a state agency on the Commission and agency policy does not allow him or her to appear before legislative committees, the Chair may appoint another OSSPAC member to do so.
- Establish committees as needed and appoint members to committees with member approval.
- Provide a summary report of OSSPAC activities to the Governor every two years.

SECTION 3: DUTIES OF VICE CHAIR

The Vice Chair shall:

- Serve in the absence of the Chair.
- Not automatically succeed to the office of Chair, but may be elected Chair.

Article 5 Committees

The Chair may establish any committees that the Commission deems necessary and prudent to carry out OSSPAC business. Committee appointments shall be at the will of the Chair, with approval from the full Commission.

Standing committees are the Legislative Committee and the Education Committee. Standing committees will report as needed to the full commission at regular meetings.

Article 6 Staff

The Office of Emergency Management shall provide technical, clerical and other necessary support services to the Commission. The Department of Consumer and Business Services, the Department of Human Services, the State Department of Geology and Mineral Industries, the Department of Land Conservation and Development, the Department of Transportation, the Water Resources Department and the Oregon University System shall provide assistance, as required, to the Commission to enable it to meet its objectives.

Article 7 Amendment of Bylaws

These bylaws may be amended or repealed and new bylaws may be adopted at any regular meeting of OSSPAC. Notice of any proposal to change the bylaws shall be included in the notice of the meeting.