

**Oregon Metrics & Scoring Committee  
By-Laws**

**ARTICLE I**

***The Committee and its Members***

- The Metrics & Scoring Committee (“Committee”) is established by Oregon’s 2012 Senate Bill 1580, Section 21. The Committee’s function is to identify objective outcome and quality measures and benchmarks for health services provided by coordinated care organizations, consistent with the Committee’s Charter, and as further determined by the Oregon Health Authority.
- The Members of the Committee will be appointed by, and serve at the pleasure of, the Director of the Oregon Health Authority. Committee members will be appointed by the Director for an initial 2-year term. Committee members may be re-appointed at the discretion of the Director for 1-year terms, for a total of 4 years on the Committee.
- Members of the Committee who no longer represent the organization or role they were selected for can continue to serve on the Committee at the discretion of the Director of the Oregon Health Authority.
- Members of the Committee are not entitled to compensation for services but shall be reimbursed for actual and necessary travel expenses incurred by them by their attendance at committee meetings, in the manner and amount provided in ORS 292.495.

**ARTICLE II**

***Committee Officers and Duties***

- The Committee shall select a Chair from among its members. The Chair will serve for 12-months from the date of their election.
- Duties of the Chair are:
  - Preside at all meetings of the Committee.
  - Coordinate meeting agendas after consultation with Committee staff.
  - Review all draft Committee meeting minutes prior to the meeting at which they are to be approved.
  - Be advised of all presentations or appearances before legislative committees that relate to the work of the Committee.
  - The Chair may designate other Committee Members to perform duties related to Committee business such as, but not limited to, attending other agency or public meetings, meetings of the Board, training programs, and approval and review of documents that require action of the Chair.

- The Committee shall select a Vice-Chair from among its members. ~~The Vice-Chair shall become the Chair the year following their election as Vice-Chair (“chair elect”).~~ The Vice-Chair will serve for ~~24~~ 12 months from the date of their election.
- Duties of the Vice Chair are:
  - Perform all of the Chair’s duties in his/her absence or inability to perform;
  - Perform any other duties assigned by the chair.
  - ~~Serve as the Chair in the year following their election as Vice-Chair.~~

**ARTICLE III**  
**Committee Meetings**

- The Committee shall meet at least quarterly and more frequently at the call of the Chair in consultation with the Committee Members and staff.
- The Committee shall conduct all business meetings in public and in conformity with Oregon Public Meetings Laws.
- The preliminary agenda will be available from the Committee staff and posted on the Committee website [<http://www.oregon.gov/oha/Pages/metrix.aspx>] at least two working days prior to the meeting.
- A majority of Committee Members shall constitute a quorum for the transaction of business.
- As a general rule, the Committee will conduct its business through discussion and consensus. In cases where consensus cannot be achieved, a vote may be used. Use of a vote and its results will be recorded in the meeting minutes. Official action by the Committee requires the approval of a majority of a quorum of Members.
- When voting on motions, resolutions, or other matters, a voice or electronic vote for Committee members participating via conference telephone or internet conferencing may be used (votes via electronic mail are not permitted). At the discretion of the Chair, or upon the request of a Committee Member, a roll call vote may be conducted. Proxy votes are not permitted.
- If a Committee Member is unable to attend a meeting in person, the Member may participate by conference telephone or internet conferencing provided that the absent Committee Member can be identified when speaking, all participants can hear each other and members of the public attending the meeting can hear any Member of the Committee who speaks during the meeting. A Committee Member participating by such electronic means shall be considered in constituting a quorum.

- Committee Members shall inform the Chair, Vice-Chair, or Committee staff with as much notice as possible if unable to attend a scheduled Committee meeting. Committee staff preparing the minutes shall record the attendance of Committee Members at the meeting for the minutes.
- The Committee will conduct its business through discussion, consensus building and informal meeting procedures. The Chair may, from time to time, establish procedural processes to assure the orderly, timely and fair conduct of business.
- The by-laws in this section apply to the full Committee and any subcommittees or designated workgroups.

#### **ARTICLE IV**

##### Amendments to the By-Laws and Rules of Construction

- These By-laws may be amended upon the affirmative vote of five (5) Members of the Committee.

#### Version Control

- These bylaws were revised by the Metrics & Scoring Committee in January 2018 to overturn the March 2015 decision about the vice-chair (the vice-chair is no longer the chair-elect). This allows both the chair and vice-chair to serve in multiple years).
- These bylaws were revised by the Metrics & Scoring Committee in May 2017 to clearly indicate that votes may not take place over electronic email, in compliance with public meetings law.
- These bylaws were revised by the Metrics & Scoring Committee in March 2015 to clarify that the vice-chair is also the chair-elect, and to clarify Committee membership when professional affiliations and organizations change.