



Oregon Health Authority Beneficiary Advisory Council (BAC): Bylaws

Approved June 23, 2025

Article I. Name and Authority

- The name of this body shall be the **Oregon Health Authority Beneficiary Advisory Council (OHA BAC)**.
 - The BAC is established under the authority of the Oregon Health Authority (OHA) to fulfill federal requirements for beneficiary engagement and input on the Oregon Health Plan (OHP), as spelled out in the Code of Federal Regulations 42 § 431.12.
 - As used in these bylaws, OHP refers to all Medicaid services that Oregon delivers.
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Article II. Purpose and Mission

- **Purpose:** The BAC provides a community-led space for OHP members, families, and caregivers to share input, advise OHA, and help shape programs, policies, and services that impact the OHP community.
 - **Mission:** To amplify the voices of those most affected by OHP policies and services, with a focus on equity, inclusion, and community well-being.
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Article III. Membership

Section 1. Composition

- The BAC shall have **10-12 members**, representing:
 - At least 50% Current OHP beneficiaries.
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- The remaining membership to shared equitably between the following populations:
 - Past OHP beneficiaries.
 - Family members.
 - Paid or unpaid caregivers
- Membership shall strive to reflect the diversity of Oregon’s communities, including but not limited to age, race, ethnicity, disability status, LGBTQIA2S+ status, and geographic location.

Section 2. Eligibility

- Members must:
 - Have lived experience with the OHP system (as a beneficiary, family member of a beneficiary, or caregiver).
 - Demonstrate a commitment to representing the voices of their communities.
 - Be able to participate in monthly meetings.

Section 3. Term of Service

- Members shall serve a 3-year term.

Section 3.1 Early Release

a. Voluntary Early Release

- A BAC member may resign at any time by providing written notice (email or letter) to the Chair and OHA staff.
- OHA staff will confirm receipt of the resignation and note the effective date in the official BAC records.

b. Involuntary Early Release

- A BAC member may be released from their term early if:

- They miss more than 20 percent of meetings without prior notice or valid reason (e.g., illness, emergency).
- They engage in conduct that violates the BAC's community agreements and norms, including disrespectful or harmful behavior toward other members or staff.
- They are no longer eligible to participate (e.g., moved out of state).
- Early release under these circumstances requires:
 - A documented review process led by the Chair (or Vice-Chair) and OHA staff.
 - A recommendation presented to the BAC.
 - A majority vote by the BAC members present to approve the early release.

c. Replacement of Released Members

- If a member is released early, OHA staff will facilitate recruitment to fill the vacancy.
- Replacement members will serve out the remainder of the term, with the option to reapply for a full term at its conclusion.

Section 4. Compensation

- Members are eligible to receive compensation under Oregon Revised Statute 292.495 for each day in which they conduct official business.
- Eligible members may turn down compensation.
- Compensation may be provided by direct deposit or check.
- Compensation is taxable income and will be reported to members who receive it annually on a W-2 statement.
- Transportation assistance and other supports (e.g., childcare, internet devices) shall be offered to facilitate participation as budget allows.

Article IV. Officers

Section 1. Roles

- The BAC may elect a **Chair** and a **Vice-Chair** from among its members to facilitate meetings, represent the group in external forums, and work with OHA staff on agenda setting for the BAC and Medicaid Advisory Committee (MAC).
- Elections will be held annually at the first meeting of the year.

Section 2. Duties

- **Chair:** Facilitates meetings, ensures adherence to the agenda, and serves as the primary liaison to OHA staff and to the Medicaid Advisory Committee (MAC). The BAC Chair shall also serve on the MAC.
 - **Vice-Chair:** Assists the Chair and serves as the Chair in their absence.
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Article V. Meetings

Section 1. Frequency

- The BAC shall meet **monthly**, with additional meetings as needed.

Section 2. Format

- Meetings shall be hybrid to accommodate members' needs, with options for in-person, online, and phone participation.
- Meetings will be scheduled with consideration of work hours and member availability (e.g. evenings or after hours).
- Meetings shall include a preview of the MAC meeting agenda that follows the BAC meeting.

Section 3. Accessibility

- OHA shall provide:
 - Language interpretation and translation upon request.
 - Accessibility accommodations (e.g. wheelchair access, ASL).
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- Advance materials and agendas in plain language.

Section 4. Public Participation

- Meetings shall be open to the public, with opportunities for public comment.
 - Meetings shall adhere to Oregon [public meetings law](#) as interpreted in the Attorney General's Public Records and Meeting Manual.
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Article VI. Responsibilities of Members

- Attend and participate in meetings fully and authentically.
 - Review background materials and come prepared to engage in discussions.
 - Share lived experiences and feedback on OHP services.
 - Respect confidentiality and community norms.
 - Participate in subcommittees or work groups as needed.
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Article VII. Decision-Making

- The BAC shall strive for consensus in decision-making. In accordance with Oregon law, however, the BAC may not require consensus decisions.
 - When consensus cannot be reached, a simple majority vote of members present shall determine the outcome.
 - A quorum (defined as a majority of current members) is required for decisions to be made.
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Article VIII. Accountability and Reporting

- The BAC shall advise the OHA director and other OHA staff on policy development and the effective administration of OHP. .
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- The BAC shall provide input to the joint MAC/BAC annual report as required by federal rules, ensuring that the voices of consumers are reflected.
 - OHA staff shall provide updates at least yearly on how BAC feedback has been used to inform policies and programs.
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Article IX. Amendments

- These bylaws may be amended by a majority vote of the BAC members present at a meeting, provided that the proposed amendment has been submitted in writing to all members at least two weeks in advance.
 - OHA staff will support facilitation of any amendments and ensure alignment with state and federal requirements.
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Article X. Community Agreements and Norms

- We respect different perspectives and lived experiences.
 - We create brave spaces for honest and open dialogue.
 - We support each other and work collaboratively toward solutions.
 - We maintain confidentiality where appropriate while sharing knowledge to benefit the broader community.
 - We value inclusion, equity, and respect.
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Article XI. Support from OHA

- OHA shall provide staff support to:
 - Assist with meeting facilitation.
 - Provide orientation and onboarding.
 - Ensure accessible materials and resources.
 - Provide technical assistance as needed.
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- Offer OHA executive support and strategic direction.
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