

Health Information Technology Oversight Council (HITOC)
By-Laws

ARTICLE I

The Committee and its Members

- The Health Information Technology Oversight Council (“Council”) is established by House Bill (HB) 2294, Section 4(1). Membership of the Council is determined by the Oregon Health Policy Board (“Board”). The Council’s role is established in statute and further described in its charter as approved by the Board.
- Pursuant to House Bill 2294 Section 4(1), the Board shall:
 - a) Determine the terms of Members on the Council and the organization of the council.
 - b) Appoint Members to the council who, collectively, have expertise, knowledge or direct experience in health care delivery, health information technology, health informatics and health care quality improvement.
 - c) Ensure that there is broad representation on the council of individuals and organizations that will be impacted by the OHA’s Oregon HIT Program, established in HB2294, Section 1.
- The Members of the Council will be appointed by, and serve at the pleasure of, the Board. The Council shall have no fewer than 11 and no more than 15 Members
- Members shall initially serve staggered terms of up to three years and are eligible for reappointment to three-year terms upon completion of their initial term. Reappointment is at the discretion of the Member, the Council Chairs, and the Board.
- Members of the Council are not entitled to compensation for services, but shall be reimbursed for actual and necessary travel expenses incurred by them by their attendance at Council meetings, in the manner and amount provided in ORS 292.495.

ARTICLE II

Committee Officers and Duties

- The Board will select the first Chair and Vice-Chair of the Council from among the Members. After the initial term of office, the Council shall select a Chair and Vice-Chair from among its Members. The Council Chairs will serve for 24 months from the date of their election.
- The Council Chair terms will be staggered. If a new Chair/Vice-Chair (not the incumbent) is elected, they will shadow the incumbent Chair/Vice-Chair for 6 months before taking office. An previous Chair or Vice-Chair will be available to the new Chair or Vice-Chair for brief, informal advice for one year after the new Chair’s or Vice-Chair’s term begins. See chart below.

	Chair	Chair elect (if new)	Vice-Chair	Vice-Chair elect (if new)
Year 1	1 year remaining on 24-month term	Starts in June; shadows Chair	2-year term starts	
Year 2	2-year term starts for new Chair (former Chair elect); prior Chair supports for 1 year		1 year remaining on term	Starts in June; shadows Vice-Chair
Year 3	1 year remaining on term	Starts in June; shadows Chair	2-year term starts for new Vice-Chair (former Vice-Chair elect); prior Vice-Chair supports for 1 year	

- Duties of the Chair are to:
 - Preside at all meetings of the Council.
 - Coordinate meeting agendas in consultation with Council staff. The Council is staffed by the Director of Health Information Technology (“Director”) and the Office of Health Information Technology (“OHIT”) within the Oregon Health Authority.
 - Review all draft Council meeting minutes prior to the meeting at which they are to be approved.
 - Be advised of all formal presentations or appearances that discuss the work of the Council by the Director or OHIT staff before Legislative or Executive committees or agencies.
 - Attend Board meetings when formal Council recommendations are presented.
 - The Chair may designate, in the absence of the Vice-Chair or when expedient to Council business, other Council Members to perform duties related to Council business such as, but not limited to: attending other agency or public meetings, meetings of the Board, site visits, and approval and review of documents that require action of the Chair.
- Duties of the Vice-Chair are to:
 - Perform all of the Chair’s duties in his/her absence or inability to perform.
 - Accompany the Chair to meetings of the Board when formal Council recommendations are presented.
 - Perform any other duties as assigned by the Chair.

ARTICLE III
Committee Members and Duties

- Duties of Council Members are to:
 - Attend, in person or by phone/electronically, at least three-quarters of Council meetings annually. Council Members who are unable to attend meetings consistently will be asked to reconsider their membership.

ARTICLE IV

Committee Meetings

- The Council shall meet at the call of the Chair in consultation with the Council Members and staff.
- The Council shall conduct all business meetings in public and in conformity with Oregon Public Meetings Laws.
- The preliminary agenda will be available from the Council staff and posted on the Council website http://www.oregon.gov/oha/OHPR/HITOC/Pages/Meeting_Materials.aspx at least one working day prior to the meeting. The final agenda will be established by Council Members at the beginning of each Council meeting.
- A majority of Council Members shall constitute a quorum for the transaction of business.
- All actions of the Council shall be expressed by motion or resolution. Official action by the Council requires the approval of a majority of a quorum of Members. As a general rule, the Council 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 and those who voted in the minority may prepare a brief minority opinion.
- When voting on motions, resolutions, or other matters, a voice or electronic vote may be used. At the discretion of the Chair, or upon the request of a Council Member, a roll call vote may be conducted. Proxy votes are not permitted.
- If a Council Member is unable to attend a meeting in person, the Member may participate by conference telephone or internet conferencing provided that the absent Council 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 Council who speaks during the meeting. A Council Member participating by such electronic means shall be considered in constituting a quorum.
- Council Members shall inform the Chair or Council staff with as much notice as possible if unable to attend a scheduled Council meeting. Council staff preparing the minutes shall record the attendance of Council Members at the meeting for the minutes.
- The Council will conduct its business through discussion, consensus building, and informal meeting procedures. The Chair may, from time to time, establish procedural processes to ensure the orderly, timely, and fair conduct of business.

ARTICLE V

Amendments to the By-Laws

- These By-Laws may be amended upon the affirmative vote of at least 2/3 of Council Members.

OTHER:

Committees or Work Groups

- The Chair may request the formation of one or more committees or work groups. Each committee or work group shall have a charter that is aligned with the charter of the Council. Committee or work

group charters shall be approved by the Council and each committee or work group shall function within the scope of their charter.

- Committee or work group charters will identify a Council Member who will serve as a liaison back to the Council.
- Committees or work groups shall be composed of volunteers, which may include Council Members. Committee or work group members shall serve at the pleasure of the Council.