
Oregon Mental Health Clinical Advisory Group By-Laws

ARTICLE I

The Committee and its Members

During the 2019 legislative session, [Senate Bill 138](#) directed the Oregon Health Authority (OHA) to continue the work of the Mental Health Clinical Advisory Group (MHCAG). This 18-member workgroup is charged with making recommendations to OHA and the Pharmacy and Therapeutics (P&T) Committee. The group's key functions include making recommendations regarding the:

- Implementation of evidence-based algorithms and changes needed to the preferred drug list (PDL) used by the authority; and
- Practice guidelines for the treatment of mental health disorders with mental health drugs.

Applicants to the MHCAG must submit application materials including their resume and conflict of interest declaration form. All applications are forwarded and reviewed by at least 2 OHA staff members and the Executive Director of NAMI. Members are appointed by OHA Director and receive a signed letter from the Director, via email, notifying them of their appointment.

All members must complete a conflict of interest form annually.

Members will serve on the MHCAG for 3 years, from the date of their membership appointment. Members serve at the pleasure of the OHA Director. Appointed members will be reimbursed for travel expenses incurred in the performance of the member's official duties according to current policy.

If a member chooses to resign, they must submit a resignation letter, which will be saved in the electronic files for the group.

All members are eligible for reappointment upon the end of their term provided they indicate their intent to OHA staff. They will be considered for reappointment along with others applying to the committee when a vacancy is announced.

ARTICLE II

Committee Officers and Duties

The chair and vice chair must be members of the group. The committee will elect these positions in compliance with Oregon public meeting statute. All voting must occur in an open ballot fashion.

The term of the chair and vice chair will be one year from the date of election to the office. Both are eligible for re-election to the Chair and Vice Chair positions at the end of their terms. Both officers are eligible for re-election for two consecutive terms.

In consultation with OHA staff, the chair or vice chair (in the chair's absence) are responsible for determining the meeting frequency along with meeting location.

The Chair and Vice Chair are responsible for explaining the MHCAG's recommendations at P&T Committee meetings.

Should the chair and vice-chair be unable to attend a *regular* MHCAG meeting, the chair shall designate another MHCAG member as temporary chair so that the meeting can still occur.

At least one officer must be in attendance for a *special* meeting to occur. The chair and vice-chair will consult with OHA regarding alternative meeting dates, times and locations for rescheduling.

ARTICLE III

Committee Members and Duties

Group members are expected to attend meetings in person, participate in all regular meetings, and review materials prior to the meeting. If the group member has more than three unexcused absences during a calendar year, the chair can request OHA staff to have group member removed and replaced with a new group member through the selection process noted above.

A conflict of interest statement must be signed by each group member yearly.

ARTICLE IV

Committee Meetings

The group chair has the authority to call the group together.

The committee's business will be conducted in accordance with public meeting's law and in conformity with ORS 192.610-192.690.

All effort shall be made to make materials and meeting agendas available to the group and the public one week prior to the meeting date. Meeting minutes will be posted to the MHCAG website:

<http://www.oregon.gov/oha/HSD/OHP/Pages/PT-MHCAG.aspx>.

A quorum is necessary for a vote at regular meetings. For regular meetings, a quorum is defined as a majority. Ten is the number required for a regular meeting quorum when all 18 seats are filled on the MHCAG.

No formal business shall take place at special meetings. Two MHCAG members constitutes a quorum at special meetings.

During regular meetings, actions will be conducted by a committee member making a motion, another committee member seconding that motion, and then a consensus vote will take place.

Consensus votes are:

- Supports, without reservations- The member supports all aspects of the issue being voted upon
- Supports, with reservation(s)- The member supports certain aspects, but not all, of the issue being voted upon, but can accept the proposal
- No Support- The member articulates an alternative proposal and has prepared materials for the group to review and consider the alternative proposal

Resolutions will be carried forward dependent upon that vote. Resolutions that move forward will be based on a majority and not unanimous vote. The committee will strive to conduct business through discussion and consensus. Official actions will be recorded in the meeting minutes.

Electronic/telephonic vote may be used in compliance with Oregon public meeting laws.

Attendance will be collected by sign in sheet at meetings. Prior coordination with committee staff and the committee chair is encouraged when a member knows they will be absent.

The chair will conduct business as needed, i.e. the chair may institute processes to enable further decision making and move the work of the group forward.

Public testimony will occur prior to committee discussion on each topic and will be limited to three minutes per speaker. A speaker cannot decline their 3-minute allotment and then gift that time to a different speaker.

ARTICLE V

Amendments to the By-Laws

To change bylaws, changes must be discussed by the group and receive a quorum vote at a regular meeting.