

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES A: Committee Governance **POLICY: 1.017**

POINT PERSON: Deputy Superintendent

APPROVED: Superintendent **DATE: SEPTEMBER 14, 2026**

SELECT ONE: ☒ New policy attachment ☐ Revision of existing policy attachment
☐ Reaffirmation of existing policy attachment

I. FORMING A COMMITTEE

A. INITIATION

RESPONSIBLE PERSON/GROUP	PROCEDURES
Proposer	Reach out to the PMO via their OWL site and complete a service request.
Portfolio Management Office	PMO leadership will review applicable federal and state regulations to determine if the proposed committee is subject to them and will identify any resulting next steps.
Portfolio Management Office	PMO leadership or the Committee Coordinator will reach out to discuss the idea and draft a committee proposal and business case.
MAHPS specific committees	Follow the process identified in the MAHPS bylaws.

B. DETERMINATION

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee coordinator	Discusses the proposal with potential oversight bodies and prepares a summary of those conversations to accompany the proposal and business for the Superintendent or designee.
Superintendent or designee	Make one of the following determinations:

	A) The proposed committee's scope falls under an existing committee, and a new committee is not necessary. B) The proposed committee's scope could be added to an existing committee and warrants a charter revision. C) The proposed committee identifies a gap in the OSH committee structure and recommend drafting a charter. D) The proposed committee does not presently align with OSH's vision and goals and will not move forward.
MAHPS specific committees	Follow the process identified in the MAHPS bylaws.
Committee coordinator	Loops back to the proposer with the outcome.

C. POST-DETERMINATION ACTIONS

RESPONSIBLE PERSON/GROUP	PROCEDURES
Oversight body	If adding to scope of an existing committee, work with that committee's chair to revise their charter following policy 1.017.
Committee coordinator	If the proposal identified a gap, draft a charter for the proposed new committee and seek approval following policy 1.017.
MAHPS specific committees	Follow the process identified in the MAHPS bylaws.

II. TEAMS CHANNEL**A. OWNERSHIP AND MAINTENANCE**

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee coordinator	Establishes the Teams channel for a committee and remains an owner of the channel as a failsafe.
Committee chair	Serves as the default owner of the Teams channel and is responsible for its use and maintenance.
Designated support staff	At the discretion of the committee chair, may be designated as an owner of the channel. Maintenance of the channel will be assigned to this role.

B. USE

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee coordinator	Ensures all governance documents are saved to the channel.
Committee chair or designated support staff	Ensures the document library is being used appropriately. • Transfers all historic documents, including past committee minutes, to the library. • Saves all new materials to the document library. • Retains documents according to document retention policy.
Committee chair	Promotes and encourages the use of the Teams channel for all committee-related chats.
Committee chair	Creates and documents progress of their annual workplan.

C. ARCHIVING

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee coordinator	Upon evaluation, if the committee is determined to no longer meet the strategic goals of OSH, will appropriately archive the channel.

III. OWL SITE**A. OWNERSHIP AND MAINTENANCE**

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee coordinator	Establishes and maintains the OWL committee site. • When a new committee is established, creates an entry on the OWL site for that committee and establishes its document repository. • When a committee is determined to no longer meet the strategic goals of OSH, archives its document repository.
Committee chair or designee	Ensures a PDF copy of the minutes or a summary from every meeting is uploaded to the committee's repository. If the committee chooses to establish its own OWL site, ensures

	the link is sent to the committee coordinator for inclusion in the OSH Committee OWL site.
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IV. CHARTER REVISIONS**A. INITIATION**

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee	• Identifies the needed change • Completes the Charter Change Request Form (attachment C to policy 1.017) • Submits Charter Change Request Form to oversight body
Oversight body	Discusses the requested change with the committee. • If they believe the change is aligned with the intent and scope of the committee, approves the Charter Change Request and routes it to the Superintendent or designee. • If they do not believe a change is warranted, works with the committee to address their concerns.
MAHPS specific committees	Follow the process identified in the MAHPS bylaws.

B. DETERMINATION

RESPONSIBLE PERSON/GROUP	PROCEDURES
Superintendent or designee	Meets with the oversight body and the committee chair to review the revised charter. • If the revision is approved, the committee chair ensures a PDF copy of the revised charter is saved in the Teams channel and to the OWL. • If the revision is not approved, discusses alternate solutions.
MAHPS specific committees	Follow the process identified in the MAHPS bylaws.

V. SUBCOMMITTEES**A. DISTINGUISHING BETWEEN A SUBCOMMITTEE AND A WORKGROUP**

TYPE OF GROUP	DEFINITION
Subcommittee	A subcommittee is a formally established group that complements and expands the work of the committee that oversees it. When a topic or area is overly broad or requires

	more focused attention than the committee can provide, a subcommittee may be formed to exercise delegated authority from the committee to perform work within that area. A subcommittee requires a charter.
Workgroup	A workgroup is a temporary, task-specific group formed to complete a defined objective. It is disbanded when its work is complete and does not require a charter.

B. ESTABLISHING A SUBCOMMITTEE

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee	As established in Policy 1.017, a committee may establish a subcommittee to address a specific area within its scope. To establish the subcommittee, the committee will draft a business plan and present it to its oversight body.
Oversight body	Reviews the business case and decides to approve or deny the request.
Committee chair	• If the subcommittee is approved, the committee chair drafts a charter for the subcommittee. The charter is then submitted to the oversight body for approval. • If the subcommittee is not approved, the committee chair works with the oversight body to address the needs identified in the business case.
Committee coordinator	Available to assist with document development.
MAHPS specific committees	Follow the process identified in the MAHPS bylaws.

C. BEST PRACTICES FOR SUBCOMMITTEES

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee chair	A member of the source committee will chair the subcommittee. Preferably, this will not be the chair of the source committee.
Membership	No more than 20% of the committee will also serve on the subcommittee, inclusive of the committee chair or vice-chair.
Evaluation	A subcommittee will be evaluated annually separately from its committee. Upon evaluation, if the subcommittee is

	determined to no longer meet the strategic goals of OSH, it will be dissolved in accordance with Policy 1.017.
Minutes	A subcommittee must keep minutes. They will be saved to their Teams channel, and a PDF copy of the minutes or a summary from every meeting will be uploaded to the source committee's OWL repository.

D. GOVERNANCE

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee coordinator	Creates a Teams channel for the subcommittee.
Subcommittee chair or designated support staff	Ensures the document library is being used: • Transfers all historic documents, including past committee minutes, to the library. • Saves all new materials to the document library. • Retains documents according to document retention policy.
Subcommittee chair	Promotes and encourages the use of the Teams channel for all committee-related chats.
Subcommittee	Creates and documents progress of its annual workplan.

E. ARCHIVING

RESPONSIBLE PERSON/GROUP	PROCEDURES
Committee coordinator	Upon evaluation, if the subcommittee is determined to no longer meet the strategic goals of OSH, will appropriately archive the channel.