

Oregon School/Facility/College Immunization Law Advisory Committee

Structure and Guidelines

Immunization Program
Office of Family Health
Public Health Division
Oregon Health Authority

PURPOSE

The Immunization School/Facility Law Advisory Committee's primary purpose shall be to advise the Oregon Immunization Program on implementation of the Oregon Revised Statutes requiring immunizations to protect Oregon's children and students attending our schools, children's facilities and colleges/universities against vaccine-preventable diseases.

MEMBERSHIP

Oregon Revised Statute 433.245 Advisory committee; membership.

(1) The Director of the Oregon Health Authority shall appoint a committee to advise the Oregon Health Authority on the administration of the provisions of ORS 433.235 to 433.284, including the adoption of rules pursuant to ORS 433.269 (2), 433.273, 433.282 and 433.283.

(2) Members of the committee appointed pursuant to subsection (1) of this section shall include, but need not be limited to, representatives of the Oregon Health Authority, the Department of Education, public, private and parochial schools, children's facilities, institutions of post-secondary education, education service districts, local health departments, the boards of county commissioners or county courts and the public. [1981 c.78 §8; 1991 c.255 §2; 2009 c.595 §648]

Voting Members:

Immunization Program staff, in consultation with public and private partners, will identify potential voting members of the Committee. Potential members will be contacted regarding their interest and availability in participating on the Committee. The general term of membership is ongoing. Members will serve at the discretion of the Immunization Program Management Team.

Non-voting Members:

All non-voting members of the Committee will be identified by the Immunization Program Management Team and will serve at its discretion.

Chair of the Committee: The Committee will be chaired by the Immunization Program Manager, or his/her designee.

Public Attendance: Committee meetings are open to the public.

MEMBER RESPONSIBILITIES

Meeting Participation:

As effective decision-making is facilitated by input from diverse community partners, consistent attendance by Committee members is important to facilitate a sound, collaborative decision-making process. At a minimum, one meeting or electronic communication will be held annually to ensure contact with each Committee member during the year. Additional meetings will be scheduled on an as-needed basis. Notice of such meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each member by e-mail or telephone not less than two weeks prior to the meeting, and further in advance if possible.

Any meeting of the Advisory Committee may be held by telephone, telecommunications or electronic means, as long as all members can hear or read each other's communications during the meeting or all communications during the meeting are immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members.

Vote:

- Votes may be taken when a simple majority of the voting members will cast a vote on a recommendation.
- Voting members may vote on recommendations in person, by proxy, or by submitting a vote to the Chair prior to the meeting at which the vote will be taken
- Such recommendations become a Committee recommendation when more than one half of the votes are cast in favor of the recommendation.

Represent:

Members of the Committee will represent their respective organizations and can continue to serve on the Committee as long as they belong to their organization. Each member is responsible for providing feedback to their organization regarding any discussion or decisions under consideration.

Declare Conflicts of Interest:

The Committee may include members who may have potential or perceived conflicts of interest. Therefore, each member with potential or perceived conflict of interest may participate in Committee discussions and votes once the member has publicly disclosed all conflicts. Conflicts shall be declared prior to the first vote of each meeting. Conflicts may be disclosed verbally or in writing and will be documented in all future meeting minutes. Examples of conflicts include, but are not limited to,

contracted employment with the Oregon Health Authority (OHA) or its beneficiaries; pharmaceutical interests such as stock ownership or speaker's fees; or direct gain, financial or personal, as a result of a vote. Non-voting members who are OHA employees do not need to state this employment as a conflict of interest, as they will be noted as OHA representatives in the meeting minutes.

DISCUSSION AND RECOMMENDATIONS

Selection of Topics:

Potential topics for Committee consideration can be suggested by anyone, but are most often proposed by the Oregon Immunization Program staff or Committee members. Topics must be proposed to the Chair at least one week prior to the Committee meeting in order to provide adequate preparation time.

Process for Presentation and Discussion of Topics:

1. Identification of the issue

2. Verification, definition, and detailing of the issue: The policy issue will be defined and its importance to immunization in Oregon will be verified. When the issue includes potential changes to school, facility, or college immunization requirements, the Criteria for Reviewing Antigens for Potential Inclusion in OAR 333-050-0050, 333-050-0130, and 333-050-0140: School/Facility/College Immunization Requirements will be evaluated using science-based documentation provided to the Committee members prior to or during the Committee meeting. Members will be given time to analyze the information and prepare for productive discussions.

Members are encouraged to participate in the discussion. Non-members may participate by answering questions or clarifying information as asked by the Chair or a Committee member. Members of the public attending may speak but their comments will be limited to five minutes or at the discretion of the Chair.

3. Implementation and Evaluation of the Recommendations:

Recommendations from the Committee are of an advisory nature. OHA may accept or reject the recommendations. Implementation and evaluation of the impact of the recommendations is the responsibility of OHA, not the Committee.

4. Publication of the Recommendations: Committee recommendations will be published in the meeting minutes in a timely manner. After acceptance by OHA, any rule changes will follow state procedures including notifying interested parties, holding a public hearing, and filing final rule changes with the Secretary of State.