



**TASK FORCE ON HOMELESSNESS
AND RACIAL DISPARITIES
House Bill 2100 (2021) & 4051 (2022)**

Task Force Operating By-Laws & Principles
81st Legislative Assembly
2021-2022 Interim

I. PURPOSE AND ROLES

A. TASK FORCE BACKGROUND

The Oregon Legislative Assembly passed [House Bill 2100](#) during the 2021 Legislative Session. The legislation established a Task Force on Homelessness and Racial Disparities (Task Force) to address the provision and access for homeless individuals. In January 2022, The Task Force presented its [report on findings and recommendations](#) to the state legislature. The Task Force was then extended by [House Bill 4051](#) during the 2022 Legislative Session to January 2, 2026. With its extension, the Task Force was charged with “identifying implementation pathways for changes to the state’s funding structure, modifications for contracting processes and solutions regarding the eligibility and funding of services under section 7 (3)(b), (d) and (e), chapter 448, Oregon Laws 2021”. The Task Force must present an interim report to the Legislative Assembly by September 15, 2022, and a final report by March 31, 2023.

B. TASK FORCE DUTIES AND RESPONSIBILITIES

1. Membership

Individuals on the Task Force must include:

- Two members of the Senate (appointed by the President of the Senate).
- Two members of the House of Representatives (appointed by the Speaker of the House).
- One member from the Racial Justice Council (appointed by the Governor).
- Two members from the Housing and Community Services Department or Oregon Housing Stability Council (appointed by the Director of the Housing and Community Services Department).
- 12 members jointly appointed by the President of the Senate and the Speaker of the House as follows:
 - Two members from local governments or representing the interests of local governments.
 - Two members from community action agencies.
 - Two members from culturally specific organizations as defined in ORS 456.005.
 - Two members from homeless service providers in urban areas.

- Two members from homeless service providers in rural areas; and
- Two members who have experienced housing instability.

2. Task Force Member Responsibilities

Members of the Task Force agree to fulfill their responsibilities through attending and participating in Task Force meetings, studying the available information, and participating in the development of report(s). Members agree to participate in good faith and to act in the best interests of the Task Force and its charge. To this end, members agree to place the interests of those experiencing homelessness or housing insecurity across the state of Oregon above any political or organizational affiliations or other interests. Members accept the responsibility to collaborate with one another in developing potential recommendations that are fair and equitable.

Members are expected to consider a range of issues and options to address them, discuss the pros and cons of the issues/options presented, and deliver a report with key conclusions reflecting the “sense of the group.” The Task Force should include the rationale behind all adopted recommendations. Specific responsibilities of individual Task Force members include:

- Review background materials and analysis to understand the issues to be addressed through the Task Force’s work.
- Collaborate with one another to explore issues and develop recommendations.
- Attend Task Force meetings, including presentation of the Task Force report to Legislative Committees if possible.
- Consider and integrate public input into Task Force findings as appropriate.

Task Force members acknowledge that their role is to provide advice and frame policy choices, and any Task Force recommendations will be presented to the legislature for consideration.

3. Chairperson Role

The Chairperson will encourage transparent participation by members in all aspects of the process and ensure all participants abide by the expectations for the decision-making process and behavior defined herein. The Chairperson will work to develop meeting agendas and ensure an efficient and inclusive decision-making process. If the Chairperson is no longer able to serve on the Task Force or in the capacity of Chairperson, the Task Force must elect a replacement Chairperson as the first action item during the proceeding meeting. A neutral third-party facilitator, when available, will assume Chair duties until the vacancy is filled.

4. Planning Meetings

Planning meetings will be convened in between Task Force meetings to develop Task Force agendas and identify the time needed to complete the goals and tasks assigned to the Task Force. The planning meetings will also refine the work plan and determine how to address issues that arise between meetings. These meetings will comprise the Chairperson and a third-party facilitator.

5. Vacancies

All Task Force vacancies must be filled by appointment in line with Section B.1. of these *By-Laws and Principles*. The OHCS Legislative & Government Relations Team, with the support of the Chairperson, shall contact the appropriate personnel to fill the vacancy.

6. Onboarding

All newly appointed Task Force members are required to read all Task Force reports, meeting summaries (or view meeting recordings) and complete other onboarding tasks as may be instructed by the Chairperson.

II. OPERATING PROCEDURES

A. MEETINGS

The Task Force shall meet regularly, either in-person or virtually, specified by the call of the chairperson or by a majority of the members of the task force. All meetings are open and shall comply with Oregon public meetings [law](#). A quorum shall be comprised of a majority of the appointed membership. In the absence of a quorum, the Chairperson may assign a few members of the Task Force to remain at the meeting location to receive public testimony pertaining to ongoing Task Force actions.

B. PARTICIPATION

All participants agree to act in good faith in all aspects of Task Force deliberations. This includes being honest and refraining from undertaking any actions that will undermine or threaten the deliberative process. It also includes behavior outside of meetings. Expectations for Task Force members include:

- Participation and attendance at all meetings. If members cannot attend a meeting, they are requested to send a substitute representative, hereafter defined as a proxy. After missing a meeting, the member should view the meeting materials posted online.
 - Please note proxies sent by Task Force members may engage in the deliberative process but cannot vote on official Task Force actions.
- After 3 consecutive missed meetings without a proxy or communication of absences to the Chair and/or Vice Chair, the Task Force Chair and/or Vice Chair shall consult with the OHCS Legislative & Government Relations Team to alert appointing authority and request a new appointment that will satisfy the membership structure prescribed in HB2100.
- Speaking respectfully and succinctly during Task Force discussions and engaging in honest and fair dialogue with other Task Force members. Members will listen to each other to seek to understand others' perspectives, even if they disagree.
- Generating and exploring all options on the merits with an open mind, listening to different points of view with a goal of understanding the interests of other Task Force members. This includes bringing all aspects of their concerns about these issues into this process to be addressed.
- Refraining from side conversations, personal attacks, intentionally undermining the process, and publicly criticizing or mis-stating the positions taken by any other participants during the process.
- Maintaining a respectful tone, considering all sides of the issues and arguments under discussion by the Task Force out of respect for the process and other members, even if

highlighting different perspectives.

C. COMMUNICATIONS

Members agree that transparency is essential to the Task Force's deliberations. In that regard, members are requested to include both the Chairperson and Task Force staff in written communications commenting on the Task Force's deliberations from/to interest groups (other than a group specifically represented by a member); these communications will be included in the public record as detailed below and copied to the full Task Force as appropriate. Members should encourage interested individuals and groups to submit comments to the Task Force either in writing or orally during scheduled public comments at Task Force meetings.

Written comments and materials provided to the Task Force, both from individual Task Force members and from agency representatives and the public, should be directed to OHCS staff and a third-party facilitator. Materials and written comments submitted will be distributed by OHCS or the third-part facilitator to the full Task Force through an established, transparent process. Materials and written comments will be posted to the [Task Force web page](#).

D. DECISION-MAKING

Official action by the Task Force requires the approval of a majority (10 or more) of Task Force members.

III. AMENDMENT OF OPERATING PROCEDURES AND PRINCIPLES

These operating procedures and principles may be changed by an affirmative vote of a majority of the members of the Task Force, but at least one day's notice of any proposed change shall be given in writing to each member of the Task Force.

Adopted: September 9, 2022