



## PERMANENT ADMINISTRATIVE ORDER

**OBP 3-2025**

CHAPTER 858

**MENTAL HEALTH REGULATORY AGENCY  
OREGON BOARD OF PSYCHOLOGY**

**FILED**

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FILING CAPTION: Board member compensation and expense reimbursement; Board record maintenance.

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AMEND: 858-010-0005

RULE TITLE: Board Duties and Procedure

NOTICE FILED DATE: 05/13/2025

RULE SUMMARY: Sets Board member compensation equal to ORS 171.072(9) for performance of official duties, which is in addition to other allowable reimbursement for travel or other expenses. Allows members to decline compensation or reimbursement of expenses. Updates the rule pertaining to maintenance of Board records.

RULE TEXT:

(1) Board Meetings. The Board shall meet as necessary at a time and place specified by the Board and at such other times and places as specified by the chair of the Board, a majority of members of the Board or by the Governor. The time and place of all meetings shall be posted on the Board's website.

(2) Board Member Compensation:

(a) Board members shall receive compensation that is equal to the per diem paid to members of the Legislative Assembly under ORS 171.072(9) for each day or portion thereof where the member is engaged in the performance of official duties, which includes Board and committee meetings and activities that the Board or Executive Director has pre-approved or requested.

(b) Compensation provided under Section (a) shall be in addition to the allowable reimbursement for travel or other expenses.

(c) Board members may decline to accept compensation or reimbursement of expenses.

(3) Internal Organization. At the last meeting in each fiscal year, the first order of business shall be organizational matters, including election of Board chair and vice-chair and the assignment of standing responsibilities to Board members. The term of the chair, vice-chair or any standing assigned responsibility can be changed or terminated at any meeting where the proposal has been placed on the agenda and sent to the members one week in advance of the meeting, or by unanimous consent of the Board.

(4) Chair and Vice Chair Responsibilities:

(a) The chair is authorized to take emergency action between Board meetings. "Emergency action" means an action that is required on short notice to protect the public from harm, including temporary administrative rulemaking and orders of emergency suspension. All emergency actions of any kind shall be noted in the agenda for the next meeting for

ratification by the Board.

(b) The vice-chair shall perform the duties of the chair when the chair is unable to do so.

(5) Board Communications. Only the Board chair shall write other than routine or form letters in the name of the Board unless members are specifically authorized in a Board meeting to do so. The Board should approve in advance any correspondence that may materially affect Board policies and procedures. When a delay might render the Board's functioning ineffective, the chair may be required to take immediate action that shall be reviewed at the next meeting of the Board.

(6) Board Records. The Board Executive Director is responsible for maintaining the Board's records. Individual members who have Board records in their possession or control are responsible for their protection and privacy.

(7) Minutes and Agendas:

(a) The minutes of a meeting shall ordinarily be distributed to all Board members at least one week in advance of the next meeting; and

(b) The agenda shall ordinarily be prepared by the Board chair or Board Executive Director and distributed to all Board members at least one week before each meeting. The agenda items shall include reports by the Board Executive Director, the chair and each Board member who has received a specific assignment at the previous meeting or has a report to make regarding standing assignments. If there is insufficient time to inform the Board chair, the Board Executive Director shall make additional scheduling at the direct request of Board members. The Board may at its discretion, revise the agenda or limit it to a particular topic under special circumstances. Reports may be added as an addendum to the minutes of any meeting.

(8) The Board adopts the Attorney General's Model Rules of Procedure, OAR Chapter 137, Divisions 1 through 5, as its rules of procedure under the Administrative Procedure Act.

STATUTORY/OTHER AUTHORITY: ORS 675.010 - 675.150, ORS 36.224, ORS 183.341, ORS 183.502, ORS 292.495

STATUTES/OTHER IMPLEMENTED: ORS 675.110, ORS 675.130, ORS 675.100, ORS 292.495, ORS 171.072