

Telecommunication Devices Access Program Advisory Committee Bylaws

I. Name and Definitions

- A. Pursuant to ORS 759.696, the name of this committee is Telecommunication Devices Access Program Advisory Committee (“Committee”).
- B. For the purpose of these bylaws:
 - a. “Commission” means the Public Utility Commission of Oregon.
 - b. “Manager” means the Commission Staff member who manages the Residential Service Protection Fund.
 - c. “Deaf Culture” means a set of learned behaviors of a group of people who are Deaf and who have their own language, American Sign Language, values, rules, and traditions.
 - d. “Request for Proposal” or “RFP” means a solicitation document that includes all documents, whether attached or incorporated by reference, used to conduct a Competitive Sealed Proposals procurement.
 - e. “RSPF” means Residential Service Protection Fund, a legislatively approved fund in the Oregon State Treasury that supports the TDAP, Oregon Telephone Assistance Program, and Oregon Telecommunications Relay Service.
 - f. “Telecommunication Devices Access Program” or “TDAP” means a program established by the Commission that provides assistive telecommunication devices or adaptive equipment at no additional cost beyond telephone service to Oregonians certified as having a disability in hearing, speech, vision, mobility, or cognition.

II. Purpose and Duties

- A. The purpose of the Committee is to advise the Commission on the general development, implementation, and administration of the TDAP. The Committee may also offer input on the other programs supported by the RSPF when requested by the Commission or Manager.
- B. Duties of Committee members include the following:

- a. Attend Committee meetings, enter into discussion, and participate in decision-making on items before the Committee;
- b. Review or recommend program policies and procedures;
- c. Review or propose statutory and administrative rule amendments affecting the TDAP program;
- d. Assist in the development of RFPs for TDAP and participate on RFP evaluation committees;
- e. Advise on marketing and outreach activities and efforts;
- f. Support the Manager in the solicitation of potential Committee member candidates;
- g. Identify and communicate the needs or concerns of the respective community or industry represented regarding TDAP to the Commission; and
- h. Participate on interview panels for job vacancies within TDAP.

III. Composition and Terms of Membership

A. The Committee consists of seven (7) members:

- a. Three (3) who are deaf or hard of hearing;
 - i. One (1) of the three (3) deaf or hard of hearing members must be culturally Deaf.
- b. One (1) who has a disability in speech or other disability;
- c. One (1) who has a disability in vision or is deaf-blind;
- d. One (1) who is a professional providing service to those who have a disability in hearing, speech, vision, mobility, or cognition; and
- e. One (1) representative from the telecommunications industry.

B. Terms of Membership

- a. Except for the telecommunications industry representative, each Committee member serves a term of two years.
- b. A Committee member may serve an additional term, but no more than two consecutive terms.

- c. There is no term limit for the telecommunications industry representative.
- d. The Committee may declare a vacancy if a member has two unexcused absences in a row or misses more than half of the meetings in a term.
- e. A Committee member may resign at any time by giving written notice to the Manager and Committee. Any resignation becomes effective on the date of receipt or at any later time specified in the notice.
- f. Each Committee member is a public official for purposes of compliance with Oregon Government Ethics law and shall publicly announce in Committee meetings any potential conflicts of interest and conflicts of interest as required under ORS Chapter 244, and otherwise comply with applicable provisions of the Oregon Government Ethics law.

IV. Application and Qualifications

- A. Qualifying candidates may apply for a vacancy on the Committee by submitting a statement of interest, resume, and letter of reference to the Manager.
 - a. The applicant must demonstrate his or her ability to fulfil the purpose and duties of the Committee.
 - b. The Commission prefers, but does not require, that the candidate have advisory committee experience, community leadership, program coordination, knowledge of telecommunications issues that affect individuals with disabilities, or a background in finance, government, marketing and outreach, public relations, or telecommunications.
- B. The Committee may provide input, electronically or in person, regarding an application to the Manager.
- C. The Manager will prepare a report with a recommended disposition regarding an application for the Commission to consider at a public meeting.
- D. Committee Members serve at the discretion of the Commission.

V. Officers and Duties

- A. The officers are the Chair and Vice-Chair.
 - a. The Committee shall elect a Chair and Vice-Chair for a term of one year.

- b. Officers may not serve more than two consecutive terms of office.
 - c. Terms of office begin upon the adjournment of the Committee meeting at which elected and shall end upon the adjournment of the Committee meeting which a successor is elected.
- B. The Chair shall call and preside at meetings, authorize calls for any special meetings, appoint subcommittees, and carry out the duties generally pertaining to this office. The Chair shall be the Committee's official representative unless otherwise provided by the Committee. When appropriate, the Chair may appoint members to represent the Committee at legislative and Commission hearings, conferences, and other meetings.
- C. The Vice-Chair, in the event of the absence or incapacity of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair. The Vice-Chair is responsible for other duties as assigned by the Chair.
- D. If an officer cannot fulfil duties, two-thirds majority of Committee members may vote to hold early officer elections and thereby shorten the terms of the existing officers.

VI. Meetings

- A. Meetings of the Committee must conform to the requirements of ORS 192.610 - 192.710 (Public Meetings).
- B. The Committee must meet at least two times per year at a place, day, and hour determined by the Committee or Manager. The Committee may also meet at other times and places specified by the call of the Chair or of a majority of Committee members.
- C. A majority of the members of the Committee shall constitute a quorum for the transaction of business.
- D. Any member of the public may attend any Committee meeting that is not an executive session. In addition, members of the public may address the Committee during the open forum session of any regular Committee meeting. The Chair must allot a reasonable time for public comment and may, at his or her discretion, limit public comment. The Committee may also limit public comment by majority vote.
- E. The Manager is the designated reporter of the regular and special meetings.
- F. The Manager appoints a Commission Staff member in the RSPF section to keep minutes or record each meeting.

- G. The Manager is responsible for preparing and distributing the agenda and minutes in advance of Committee meetings.
- H. A Committee member may not appoint an agent to act on his or her behalf on the Committee.

VII. Amendments

- A. These bylaws may be amended by a majority vote at a regular meeting, provided notice of the proposed amendment and of the language has been given in the notice of the meeting.

VIII. Effective Date

- A. These bylaws shall be effective on the date the Commission enters an order approving the bylaws.

Adopted: January 11, 1988

Revised: December 8, 1988

Revised: September, 9, 1991

Revised: July 17, 1998

Revised: February 20, 2004

Revised: October 5, 2009

Revised: May 17, 2019

Revised: April 7, 2022 (See Order No. 22-110 in Docket No. UM 2020)