



Oregon Racing Commission Medication and Safety Committee



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Objectives and Scope

Policy Objectives

To promote the well-being, safety, and fair treatment of the equine and human athletes.

Topics may include but are not limited to:

- Injury prevention
- Track and facility safety
- Recommendation for rules and policies
- Drug and Medical Control
- Educational Initiatives
- Emergency Preparedness
- Data Collection and Analysis
- Equipment Standards
- Research and Innovation
- Collaboration with Industry Stakeholders
- Regular Review of Safety Protocols

Note: The committee is charged with reporting to the full commission and making recommendations. The committee is not authorized to make any decision independently of the full commission.

Rule and or Policy Input

The committee may recommend that the full commission direct staff to develop policies and or rules for possible consideration.

Fiscal and Economic Impact

ORS 183.333(3) **requires** that an agency's appointed advisory committee considers the fiscal and economic impact of proposed recommendations including:

- (1) Identify where the rule will have a fiscal impact either negative or positive on state agencies, local government, or the public.
- (2) Identify whether the rule or policy will have a significant adverse impact on small businesses.
- (3) If the answer to (2) is yes, then seek the committee's recommendations as to how to reduce the economic impact of the rule on small business consistent with the public health and safety, purpose of the rule, by establishing less intrusive or less costly requirements for small businesses.

Roles

Facilitator

The facilitator:

- Encourages open, candid, and robust dialogue.
- Starts and ends the meetings and agenda items on time.
- Encourages innovation by listening to all ideas.
- Tries not to lose good ideas to the consensus process; and

- Recognizes when the discussion is outside the scope of the meeting and steers the discussion back to the focus of the meeting.

Committee Members

Advisory committee members must attend meetings to ensure continuity throughout the process. Attending through a teleconference or webinar is considered attendance. An alternate may be assigned if needed. However, it is each committee member's responsibility to fully brief their alternate on all relevant issues and prior committee discussions in order to meet the meeting objectives and keep the project on schedule.

The committee member:

- Prepares for and sets aside time for the meetings.
- Provides ORC staff with copies of relevant research and documentation cited during the meeting.
- Stays focused on the specific agenda topics for each meeting.
- Comments constructively and in good faith.
- Consults regularly with constituencies to inform them on the process and gather their input.
- Treats everyone and his or her opinions with respect.
- Allows one person to speak at a time.
- Is courteous by not engaging in sidebar discussions; and
- Avoids representing to the public or media the views of any other committee member or the committee as a whole.
- The Commissioners are ultimately responsible for the recommendations to the full commission. The staff shall provide feedback and recommendations but are not the final decision makers.

ORC Staff

ORC is committed to making the most effective use of committee member's time by:

- Establishing clear committee goals, meeting objectives and agendas.
- Giving committee members reasonable access to staff.
- Encouraging all members to take part in discussions; and
- Providing a clear description of members' roles, the committee timeline, the level of agreement expected and feedback on how members' input is used.

ORC Support

ORC administrative staff will provide meeting summaries that highlight committee discussions, different perspectives, and input of committee members. ORC will not prepare a formal committee report. ORC may send ORC draft meeting summaries to the advisory committee for review and input.

Committee Meetings

All committee meetings will be:

- Open to the public, although the committee can choose whether the public can actively participate in committee meetings.
- Advertised on ORC’s webpage front page before the meeting.
- Notice by email to the ORC distribution list.

The committee is expected to meet at least once per year.

The meeting duration times may vary depending on topics and committee progress. Anticipate 1 hours minimum. Determine the best time and location for the most committee members.

Meeting materials and agenda will be available via e-mail and will be distributed at the meeting.

Decision Making

The committee’s discussions will be used to present feedback and recommendations to the full ORC Commission for consideration.

When ORC shares information with the group, ORC will allow a reasonable timeframe for comments.

Membership

In convening this committee, the Chair of the Commission will evaluate the interest of the commissioners, the background and commitment to promote welfare, safety, fair treatment of the athletes for the benefit of the citizenry, licensees, participants, and the economy.

Representatives should be able to consider the fiscal and economic impact of any proposed changes to the ORC, other state agencies and interested parties.

Table 1. ORC Medication and Safety Committee Membership

Organization	Position	
ORC	Appointed by Commission Chair	Commissioner (Chair)
ORC	Appointed by Commission Chair	Commissioner (Vice Chair)
Jockey’s Guild (Non-voting)	Recommended by Director and Approved by Committee Chair	Jockey or another representative
Equine Medical Community (non-voting)	Recommended by the ORC Director and Approved by Committee Chair	Medical expertise in equine racing
ORC	State Veterinarian	
ORC	Presiding Steward	
ORC	Executive Director	

Non-voting committee members play a crucial role in providing input, expertise, and perspective to committees without having the authority to cast votes on committee decisions. Although their role is advisory, their

contributions can significantly impact the committee's effectiveness. Here are some general expectations for non-voting committee members:

- **Expertise and Insight:**
Provide Specialized Knowledge: Offer expertise, insights, and perspectives relevant to the committee's purpose or focus.
Share Experience: Contribute experiences and best practices from their field to enhance the committee's understanding of relevant issues.
- **Active Participation:**
Engage in Discussions: Actively participate in committee discussions, sharing thoughts, ideas, and concerns.
Attend Meetings: Attend committee meetings regularly and be prepared to contribute to the agenda items.
- **Objective Input:**
Objective Decision-Making: Provide unbiased and objective input based on their expertise and knowledge.
Consider Diverse Viewpoints: Encourage a diversity of opinions and consider multiple perspectives during discussions.
- **Preparation:**
Review Materials: Prepare for meetings by reviewing relevant materials and staying informed about the committee's focus areas.
Ask Questions: Seek clarification on issues, ask questions, and contribute to a thorough understanding of the topics under consideration.
- **Communication Skills:**
Effective Communication: Clearly articulate ideas and recommendations, fostering a productive and open communication environment.
Respectful Communication: Interact with fellow committee members respectfully, even in the presence of differing opinions.
- **Advisory Role:**
Understand Role Limits: Recognize and respect the fact that they do not have a voting role in committee decisions.
Provide Input Only: Focus on providing advice and recommendations without participating in formal voting processes.
- **Commitment:**
Time Commitment: Dedicate the necessary time to fulfill committee responsibilities, including attending meetings and participating in related activities.
Long-Term Engagement: If applicable, commit to serving for the agreed-upon term, contributing consistently over the duration of their appointment. We recommend a minimum of a one-year commitment.

- **Ethical Conduct:**
Adhere to Ethical Standards: Conduct themselves with integrity and adhere to ethical standards relevant to the committee's work.
- **Continuous Learning:**
- *Stay Informed:* Keep abreast of developments in their field of expertise and be open to continuous learning.
- *Adaptability:* Be adaptable and willing to adjust recommendations based on new information and changing circumstances.

These expectations help ensure that non-voting committee members play a valuable and constructive role in supporting the committee's objectives and decision-making processes. While they may not have a direct vote, their input contributes to the overall success of the committee's work.

Table 2. ORC Supporting Staff

First Name	Last Name	Title
Karen	Parkman	Program and Administrative Coordinator
Maleah	Thom	Administrative Assistant

Public Records and Confidentiality

Committee communications and records, such as formal documents, discussion drafts, meeting summaries and exhibits, are public records and are available for public inspection and copying. ORC does not assume responsibility for protecting proprietary or confidential business information shared during committee or subcommittee meetings. However, the private documents of individual committee members generally are not considered public records if ORC does not have copies.

Information Exchange

Committee members will provide information as much in advance as possible of the meeting at which such information is used. The members will also share all relevant information with each other to the maximum extent possible. If a member believes the relevant information is proprietary in nature, the member will provide a general description of the information and the reason for not providing it.

Public Involvement

All meetings will be open to the public. The committee can choose whether to allow public input during a committee meeting. ORC may set aside time for the public to speak.

ORC Contacts

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