

Bylaws of the Radiation Advisory Committee

Article I—Name

The name of this Oregon State advisory group is the Radiation Advisory Committee (RAC), established pursuant to ORS 453.645.

Article II—Objectives

Mission; Duties: The mission and duty of the RAC is to advise the Director, Oregon Health Authority (OHA) on matters relating to radiological health and radiation protection, including reviewing current and proposed administrative rules of the Radiation Protection Services (RPS) section of the Center for Health Protection, Public Health Division, and providing biennial input on the fee structure of the programs within RPS.

Article III—Members

(1) Composition of the Radiation Advisory Committee

The committee shall consist of eight members who because of their training and experience are qualified to advise OHA on such matters and shall serve at the pleasure of the director.

(2) Terms of Office

The term of office of each member appointed by the OHA Director is four years; except for the initial appointment when there will be staggered terms to ensure continuity of membership. Before the expiration of a member's term, the Director will appoint a successor whose term begins on January 1 of the following year. A member is eligible for reappointment and may serve for two full terms after these bylaws are implemented.

If there is a vacancy for any cause other than expiration of the term of office, the OHA Director will make an appointment effective immediately for the unexpired term. Whenever a vacancy occurs, the RAC will nominate a slate of candidates which will be forwarded to the OHA Director for consideration.

(3) Removal of Members

The OHA Director may remove any member of the RAC without cause, but not more than three members will be removed within a period of three years, unless it is for corrupt conduct in office.

(4) Duties and responsibilities of a member:

- a) A member is expected to attend all regularly scheduled, special and emergency RAC meetings in their entirety unless excused by the Chair. An excused absence includes, but is not limited to, emergencies or previously scheduled vacations. More than two consecutive absences in one calendar year may cause the Director to consider a member as being incapable of effectively functioning on the Committee and may result in removal from the RAC.
- b) In the course of conducting RAC business, a member will be expected to be dedicated to public health and safety issues rather than advocating the interest of any profession, organization, institution, or individual.
- c) A member must notify a RAC official if contacted by a representative of the media concerning Committee business. A member must refer media contacts to the Chair of the Committee as that individual is the official spokesperson of the RAC. Members may express their own personal opinions to the media but only if the member expressly declares that the statement is being made in his or her individual capacity and does not represent the views of the RAC.
- d) A member is expected to prepare in advance for all scheduled meetings, including reading all agenda packet materials.
- e) A member is expected to participate fully in all meetings and in the completion of committee assignments.
- f) A member is expected to respond in a timely manner to RAC officers on issues relating to Committee business that may arise between meetings.
- g) If a member agrees to act as RAC liaison to another committee or organization, that person will be expected to attend and participate in all such meetings and to report any pertinent issues to the RAC at its next

meeting. Urgent issues should be reported promptly to RAC officers before the next scheduled meeting.

- h) A member will work through the RAC Chair when seeking information from OHA, the Administrator, Program Manager, or when requesting legal counsel from the Assistant Attorney General assigned to the Public Health Division.

No voting member of the RAC may be an employee of the OHA.

Article IV—Officers and their duties

The officers of the RAC will be a chairperson and a vice chairperson.

(1) Selection of Officers

The officers will be elected by the vote of at least five (5) RAC members present at a scheduled meeting for a two year term or until a successor is elected. A term of office begins at the close of the meeting following election. Officers will be eligible for no more than two terms in the same office. Any vacancy, occurring before the expiration of a term of office, can be filled by a vote of five (5) members present at any scheduled meeting of the RAC.

(2) Duties and responsibilities of the chairperson:

- a) The Chair has the same rights, duties, and responsibilities as any other RAC member, including the right to introduce motions and proposals, as well as to speak and vote on issues before the RAC while presiding.
- b) The Chair will act as official spokesperson for the RAC. The Chair will inform all members when contacted by the media regarding committee business.
- c) The Chair will work closely with the Administrator, OHA Center for Health Protection. The Chair will give advice to the Administrator and assist with administrative issues and functions of the RAC.
- d) The Chair will work through the Administrator and/or RPS section manager when seeking feedback from OHA, seeking legal counsel from the Assistant

Attorney General assigned to Public Health Division, or when developing the RAC meeting agenda.

- e) The Chair will review the RAC meeting agenda prepared by the Administrator and/or RPS section manager and redraft as necessary.
- f) The Chair will preside over RAC meetings, with the assistance of the RPS section manager and other staff. In the event of a scheduled absence of both Chair and Vice-chair, the Chair will select another member to act as presiding officer for the effected meeting.
- g) The Chair will delegate tasks to staff or other RAC members as necessary.

(3) Duties and responsibilities of the Vice Chairperson:

- a) The Vice-Chair has the same rights, duties and responsibilities as any other RAC member, including the right to introduce motions and proposals, as well as to speak and vote on issues before the RAC.
- b) The Vice-Chair will assume the Chair's duties in the event of the Chair's absence at a meeting.
- c) The Vice-Chair will assist the Chair in performing RAC duties as delegated by the Chair.
- d) The Vice-Chair will work with the Chair, through the Administrator and/or RPS section manager when seeking feedback from OHA, obtaining legal counsel from the Assistant Attorney General assigned to the Public Health Division for RAC business, or when developing meeting agenda.

Article V—Administrator

- (1) The RAC will work closely with the RPS Section Manager or a designated representative. The RPS section manager has authority to direct the affairs of the Radiation Protection Services section and act as OHA spokesperson regarding radiation protection issues. The RPS section manager may not be a voting member of the committee.
- (2) The Administrator, or a designated representative, will attend all Committee meetings, report on OHA issues, and answer questions. The Administrator

and/or RPS section manager will prepare an annual budget for review by the RAC in order to obtain input on proposed user fees, involve the RAC in the development of new administrative rules, and bring radiation administrative issues to the RAC for advice.

Article VI—Meetings and Public Records

(1) Frequency of meetings

The RAC will hold at least two regular public meetings per year.

(2) Public meeting law

The Oregon Public Meetings Law ORS 192.610-192.690 applies to meetings of the RAC.

(3) Public records law

The Oregon Public Records Law ORS 192.410 to 192.505 applies to public records created or maintained by the RAC.

(4) Quorum

Five (5) RAC members constitute a quorum.

(5) Committee Action

At least five (5) votes are required to pass or reject a motion.

(6) Special meetings

Special meetings may be requested by the RPS section manager or designated representative. All RAC members shall be notified in writing (including email) not less than forty-eight hours in advance of a special meeting. Such notification shall include time, location and purpose of the special meeting. All public meeting laws will apply to special meetings.

Article VII—Committees

(1) Types of Committees

The RAC may appoint ad hoc subcommittees and advisory groups as needed in order to assist the Committee when dealing with special topics. These technical advisory groups will include professionals who possess the particular knowledge and experience necessary to provide this assistance. Membership on the RAC is not a requirement for participation on such ad hoc subcommittees.

(2) Selection of Committees

- a) The creation of ad hoc subcommittees and advisory groups requires approval of the RAC committee
- b) Appointments to ad hoc subcommittees and advisory groups may be nominated by any RAC member and requires approval of the RAC committee.
- c) Unless otherwise specified, appointments to ad hoc subcommittees and advisory will be for one year.
- d) Vacancies on ad hoc subcommittees and advisory groups will be temporarily filled by the Chair pending approval at the next scheduled meeting or by email polling as documented in section VII(2)(b) above.

Article VIII—Parliamentary Authority

The current edition of the Standard Code of Parliamentary Procedure will govern the meetings of RAC Committee unless inconsistent with these bylaws or Oregon law.

Article IX —Adoption and Amendment of Bylaws

- (1) These bylaws will become immediately effective upon approval by five (5) committee members of the RAC at a duly convened meeting. Members must be given at least 48 hours advance notice of such a vote prior to the meeting.
- (2) The bylaws may be amended by five (5) committee member votes of the RAC at a duly convened meeting. A change in the bylaws cannot be voted

upon unless such a proposal has been included in the written agenda provided to RAC members at least 48 hours prior to the meeting.

Article X—Travel and Subsistence

Members of the RAC may claim reimbursement for actual and necessary travel expenses incurred during the performance of their official duties, including the attendance at RAC and related meetings. Such reimbursement will be subject to policies and guidelines adopted by the OHA. Reimbursement amounts will use state of Oregon per diem meal and lodging allowances and follow state travel expense rules. Expense claims will be paid, subject to availability, from RPS funds.

Article XI – Ethical Conduct, Conflict of Interest

RAC members will adhere to the highest standards of ethical conduct and will be responsible for understanding and acting in accord with the provisions of ORS chapter 244, including the code of ethics.

Adopted: February 11, 2009

Revised: February 8, 2012
October, 10, 2012

Revised by the RAC Committee: