



OREGON

**PUBLIC RECORDS ADVISORY COUNCIL (PRAC)
BYLAWS SUBCOMMITTEE**

MARCH 13, 2024

I. Call to Order

i. Roll Call

II. Approve Agenda

i. Motion

- I. Approve Agenda
- II. Review Hiring Practices
- III. Draft Hiring Procedures
- IV. Public Testimony
- V. Next Meeting Date and Topics

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PROPOSED 2024 TIMELINE

Goal: Develop a PRA hiring process *and/then* a bylaws document *this year*.





II. REVIEW HIRING PRACTICES

Discuss example processes and procedures.

- PRA Job Description
- DAS HR Examples
- Other Agency Examples

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III. DRAFT HIRING PROCEDURES

What steps, actions do we want in the PRA hiring process?

Task Assignments – PRA Hiring Process

- Research: collect examples; legal requirements? (everyone – done)
- Brainstorm: what do we want to see in this? (everyone – done)
- Compiling, Writing: putting the pieces together. (_____ & _____ – March April)
- Review Process. (everyone – May/June)
- Present Process. (_____ – July/August)
- Implement Process. (**PRAC** – Sept./Oct.)

IV. Public Testimony

V. Next Meeting Date

- i. May/June (Doodle Poll)
- ii. Topic: review final draft

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Adjourn!