

# **Oregon Disabilities Commission**

## **Section I**

### **Name**

The Oregon Disabilities Commission (ODC)

## **Section II**

### **Mission**

To secure economic, social, legal and political justice for individuals with disabilities through systems change.

### **Purpose**

To accomplish this mission the Commission will undertake the following activities:

1. Identify and hear the concerns of individuals with disabilities. Use this information to prioritize public policy issues which should be addressed;
2. Publicize the needs and concerns of individuals with disabilities as they relate to the full achievement of economic, social, legal and political equity;
3. Educate and advise the Department of Human Services, the Governor, the Legislative Assembly and appropriate state agency administrators on how public policy can be improved to meet the needs of individuals with disabilities.

## **Values**

The Commission will carry out its duties in a manner that is consistent with the following values:

1. All commission members have equal power and authority except as required to fulfill specified duties as officers.
2. The Commission will represent the interests of all Oregonians with disabilities.
3. The Commission, in its actions and its language, will contribute to the dignity, well-being, choice and independence of individuals with disabilities.
4. The Commission will conduct its business in a manner that is accessible to all individuals with disabilities.

## **Section III**

### **Membership**

#### **A. Commission Members**

- a. The Commission will consist of not more than 15 members, and will include as voting members only those persons appointed by the Governor.
- b. All commissioners shall be experienced in or knowledgeable about needs and interests of individuals with disabilities. At least two thirds of the 15

commissioners shall represent major public and private agencies or organizations that serve or represent individuals with disabilities. A majority shall be individuals with disabilities as defined in ORS 185.110.

**B. Terms of Membership**

Members may be appointed by the Governor for not more than two consecutive three-year terms.

**C. Vacancies and Attendance**

- a. Members wishing to resign from the Commission will notify, in writing, the Governor and the Commission Chairperson.
- b. When a vacancy occurs, the commission will seek to fill the vacancy by following the recruitment and appointment process as outlined in the policies and procedures manual.
- c. Attendance is important. The Commission may request that the Governor terminate the membership of any Commission member who fails to attend two (2) meetings in a twelve-month period. The Commission may waive this requirement for members who have submitted a written absence request to the Commission staff or Chair, and received approval of the absence request. As a precaution, a letter will be sent to members who have failed to attend two (2) meetings in a twelve-month period, advising them of their right to request an excused leave.

**Meetings**

1. The Commission will meet a minimum of six times a year and more frequently as needed.
2. A majority vote of the members will determine the meeting dates and places.
3. Meetings will conform to the requirements of ORS 192.630 public meeting law.
4. The Commission year begins on July 1 of each year. An annual planning meeting will be held, at which time the Commission will review its prior year's achievements and develop a work plan for the following year. A written summary of the achievements and the work plan will be forwarded to the Governor.

### **Voting**

1. All Governor-appointed members of the Commission have voting privileges.
2. Voting on issues may be conducted at any regularly scheduled meeting or emergency meeting and a written record of each vote will be kept.
3. Voting can occur via telephone conference roll call or written ballot, as long as it complies with all requirements of the public meeting law and the public is aware of the issues to be voted on.
4. A simple majority of the Commission voting membership filled positions shall constitute a quorum.

## **Conflict of Interest**

All Commissioners will conform to the Conflict of Interest policy as defined in the Commission's Policy and Procedures document.

## **Section IV**

### **Officers**

**A. Qualifications for Office.** The Commission shall have two officers: a Chair and Vice Chair. Officers shall serve two (2) year terms. Individuals cannot serve more than two (2) consecutive terms in office. Qualifications for office shall include but are not limited to:

1. Leadership skills or potential, including ability to conduct meetings and include all members in discussions and decision-making.
2. History of regular, active participation in Commission meetings and/or committees.
3. Availability to regularly attend Commission and Executive Committee meetings.

### **B. Duties of the Chair and Vice Chair**

The Chair and Vice Chair shall:

1. Work with the Advocacy Coordinator to prepare an agenda for Commission and Executive Committee meetings.

2. Preside at all meetings of the Commission and Executive Committee. If the Chair is unable to preside, the Vice Chair shall preside. If the Vice Chair is unable to preside, the Chair shall designate another Commission member to preside.
3. Call special meetings of the Commission as needed.
4. Appoint all standing and ad hoc committee Chairs and Members, with the exception of the Nominating Committee.
5. Perform other duties as may be prescribed by law or by Commission actions.

### **Committees**

1. There shall be an Executive Committee, consisting of the Chair, Vice Chair and three at-large members to be determined by a vote of the Commission. The primary role of the Executive Committee will be to assist the Chair in planning and organizing meetings of the Commission and to make decisions, in keeping with the mission and values of the Commission, that require critical resolution between regular meetings of the Commission. The Executive Committee will review applicants to the Commission.
2. There shall be a Nominating Committee, selected by the Commission and with voting procedures outlines in the Policies and Procedures document.
3. The Chair may establish ad hoc committees for particular purposes with stated objectives and limited duration. Members will be appointed by the Chair.

## **Section V**

### **Adoption and Amendment of Commission By-laws**

Proposed amendments to the bylaws will be submitted in writing to the Chair. The proposed amendment(s) and the rationale for changes will be distributed to each member with the agenda at least one month prior to the meeting. A two-thirds majority vote of those Commission members present is required for adoption.

**Adopted date: July 3, 2008**

**Revision date: July 14, 2010**