

HEALTH INFORMATION INFRASTRUCTURE ADVISORY HIIAC

By-Laws

ARTICLE I

The Board and its Members

- The Health Information Infrastructure Advisory HIIAC (hereinafter “HIIAC” or “HIIAC”) is created pursuant to Executive Order 08-09, signed by Governor Kulongoski on March 27, 2008. The HIIAC’s function is to “develop a strategy for an Oregon health information system”.
- The Office for Oregon Health Policy and Research (OHPR) will support the work of the HIIAC in a manner mutually agreed upon by the HIIAC Chairs and members.
- The Members of the HIIAC shall be appointed by the Governor in accordance with Executive Order 08-09. HIIAC Members shall serve staggered terms of up to three-years. A Member whose term has expired, but whose successor has not been appointed and confirmed, may continue to serve until replaced.
- Members of the HIIAC are not entitled to compensation for services as a Member, but are entitled to expenses as provided in ORS 292.495(2).

ARTICLE II

Board Officers and Duties

- The Governor shall select a Chair or Co-Chairs from among the Members. The terms of office shall be 12 months.
- Duties of the Chair(s) are:
 - Preside at all meetings of the HIIAC.
 - Coordinate meeting agendas after consultation with staff.
 - Review all draft HIIAC meeting minutes prior to the meeting at which they are to be approved.
 - Be advised of all presentations or appearances of staff before Legislative or Executive HIIACs or agencies that relate to the work of the HIIAC.
 - The Chair may designate, in the absence of the Co-Chair or when expedient to HIIAC business, other HIIAC Members to perform duties related to HIIAC business such as, but not limited to, attending other agency or public meetings, meetings of HIIACs of the HIIAC, training programs, and approval and review of documents that require action of the Chair. In such cases, the HIIAC Member assigned the responsibility will be entitled to expenses as provided in ORS 292.495(2).

ARTICLE III

HIIAC Work Groups

- The HIIAC may establish work groups to undertake work chartered by the HIIAC. The work groups may include HIIAC Members and other persons with particular expertise and interest

in the work of the group. A work group shall cease to exist upon a majority vote of the HIIAC to disband the work group

- The Chairs of work groups created by the HIIAC shall be Members of the HIIAC.

ARTICLE IV

Board Meetings

- The HIIAC shall meet at the call of the Chair in consultation with the HIIAC Members and staff or at the call of the majority of the Members. The HIIAC shall meet at least quarterly.
- The HIIAC and work groups established by the HIIAC shall conduct all business meetings in public and in conformity with Oregon Public Meetings Laws.
- The preliminary agenda will be available from the HIIAC staff and posted on the HIIAC website [TBD] at least two working days prior to the meeting. The final agenda will be established at the beginning of each HIIAC meeting.
- Twelve (12) HIIAC Members shall constitute a quorum for the transaction of business.
- All actions of the HIIAC shall be expressed by motion or resolution. Official action by the HIIAC requires the approval of a majority of a quorum of the Members of the HIIAC.
- On motions, resolutions, or other matters a voice vote may be used. At the discretion of the Chair, or upon the request of a HIIAC Member, a roll call vote may be conducted. Proxy votes are not permitted.
- If a HIIAC Member is unable to attend a meeting in person, the Member may participate by conference telephone or internet conferencing provided that the absent HIIAC Member can be identified when speaking, all participants can hear each other and members of the public attending the meeting can hear any Member of the HIIAC who speaks during the meeting. A HIIAC Member participating by such electronic means shall be considered in constituting a quorum.
- HIIAC Members shall inform the Chair with as much notice as possible if unable to attend a scheduled HIIAC meeting. HIIAC staff preparing the minutes shall record the attendance of HIIAC Members at the meeting for the minutes.
- The HIIAC will conduct its business through discussion, consensus building and informal meeting procedures. The Chair may, from time to time, establish procedural processes to assure the orderly, timely and fair conduct of business.

ARTICLE V

Amendments to the By-Law and Rules of Construction

- These By-laws may be amended upon the affirmative vote of fifteen (15) Members of the HIIAC. All rules and procedures in these By-laws shall be liberally construed so that the public's health, safety and welfare shall be secured in accordance with the intents and purposes of applicable State laws and regulations.