

# Bylaws of the Oregon Pain Management Commission

## Article I — Name

The name of this Commission shall be the Oregon Pain Management Commission.

## Article II — Creation, Mission, Principles and Values

### Section 1. Creation of the Oregon Pain Management Commission

The Oregon Pain Management Commission is established within the Department of Human Services subject to ORS 409.500 to ORS 409.570.

### Section 2. Mission

The mission of the Commission is to improve pain management in the State of Oregon through education, development of pain management recommendations, development of a multi-disciplinary pain management practice program for providers, research, policy analysis and model projects. The Commission shall represent the concerns of patients in Oregon on issues of pain management to the Governor and the Legislative Assembly. The Commission shall develop a pain management education program curriculum and update it biennially. The Commission shall provide health professional regulatory boards and other health boards, committees or task forces with the curriculum and work with health professional regulatory boards and other health boards, committees or task forces to develop approved pain management education programs as required.

### Section 3. Principles and Values

— Work co-operatively with health professional regulatory boards, committees and task forces to improve pain management in the State of Oregon.

— Seek out the assistance and co-operation of national associations in meeting our objectives.

— Value the pain patient as an integral part of the pain management team.

- Work to empower pain patients through education and better access to care.
- Seek to be creative in our strategies to improve pain management in the State of Oregon.
- View pain patients as valued members of our society and encourage them to be heard.
- Support Oregon=s providers in their efforts to improve pain management throughout the state.
- Seek to gain new insights by encouraging feedback from all interested parties and through the sharing of information openly and honestly.
- Be accountable to the public.

## Article III — Members

### Section 1. Composition of the Commission

In accordance with ORS 409.520 the Commission shall consist of 19 members, 17 of which are voting members appointed by the Director of Human Services. Two members shall be members of a legislative committee with jurisdiction over human services issues, one appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives. Both members shall be nonvoting, ex officio members of the Commission. In accordance with ORS 409.500 the Pain Management Coordinator of the Department of Human Services shall serve as staff to the Commission.

### Section 2. Terms of Office

In accordance with ORS 409.520(2) the term of office of each member is four years, but a member serves at the pleasure of the appointing authority. Before the expiration of the term of a member, the appointing authority shall appoint a successor whose term begins on July 1 next following. A member is eligible for reappointment. If there is a vacancy for any cause, the appointing authority shall make an appointment to become immediately effective for the unexpired term.

### Section 3. Duties and Responsibilities of a Commission Member.

- a) A Commission member is expected to attend all regularly scheduled meetings from beginning to end. In the event that a special or emergency meeting is called, attendance is also expected. Two consecutive absences may cause the Commission to consider a member incapable of performing the duties of a Commission member and may result in removal from the Commission.
- b) In the course of conducting Commission business, a Commission member is expected to work in furtherance of the public interest rather than the interest of any profession, institution or individual.
- c) A Commission member must notify the Coordinator if contacted by a member of the media. A Commission member is expected to defer to the Chairperson as the official spokesperson of the Commission for media contacts.
- d) A Commission member must notify the Coordinator of any speaking engagements at which that Commission member will act as a representative of the Commission. In such event, that Commission member will be expected to represent positions established by the Commission.
- e) A Commission member is expected to prepare in advance for all scheduled meetings including reading all agenda materials.
- f) A Commission member is expected to participate fully in all meetings and in the completion of subcommittee assignments.
- g) A Commission member is expected to respond in a timely manner to other Commission members and/or the Coordinator on issues that arise between meetings.
- h) If a Commission member agrees to act as commission liaison, he or she is expected to attend and participate in all related meetings and report any pertinent issues to the Commission at its next meeting.
- i) A Commission member is expected to be prepared to assist with recruitment of candidates for Commission membership when vacancies occur.

#### Article IV. Meetings

## Section 1. Meetings — Scheduling and Quorum

- a) The Commission shall meet on the second Thursday of January, March, May, July, September and November. In accordance with ORS 409.530 (3) the Chairperson or a majority of the members of the Commission may call a meeting.
- b) In accordance with ORS 409.530(2) a majority of the voting members of the Commission constitutes a quorum for the transaction of business.

## Section 2. Members of the Public

Members of the public are invited to attend all scheduled Commission meetings for the purpose of observation pursuant to ORS 192.630. At the January, May and September meetings one half hour will be set aside to allow members of the public to address the Commission.

## Section 3. Procedures

- a) The Commission year shall begin on January 1 and end on December 31 of each year.
- b) Voting shall be taken by roll call to comply with ORS 192.650(1)8.
- c) Roberts Rules of Order shall be used to resolve any procedural conflict in the conduct of Commission meetings.
- d) Minutes of each Commission meetings shall be taken and distributed pursuant to ORS 192.650(1).

## Article V — Officers and their duties

The officers of the Commission shall be a Chairperson and a Vice Chairperson.

### Section 1. Selection of Officers.

In accordance with ORS 409.530 (1) the Director of Human Services shall select one member of the Commission as Chairperson and another as Vice Chairperson, for such terms and with duties and powers necessary for the performance of the functions of such offices as the Director determines. Unless there is objection

from the Director, the duties of the Chairperson and Vice Chairperson are as follows.

## Section 2. Duties and Responsibilities of the Chairperson.

- a) The Chairperson has all rights, duties and responsibilities of a regular Commission member, including the right to introduce motions and proposals, as well as to speak and vote on issues before the Commission while presiding.
- b) The Chairperson shall act as official spokesperson for the Commission. The Chairperson shall inform all Commission members and the Coordinator of contact with the media.
- c) The Chairperson will work closely with the Coordinator. The Chairperson will give advise to the Coordinator and assist with problems and functions of the Commission.
- d) The Chairperson shall appoint all Commission liaisons. The Chairperson will take into consideration matters of required expertise and interest in making such appointments.
- e) The Chairperson will preside over Commission meetings, with the assistance of the Coordinator and other Department of Human Service staff as needed. In case of a scheduled absence of both the Chairperson and the Vice Chairperson, the Chairperson will select another commission member to preside over that upcoming meeting.
- f) The Chairperson will delegate tasks to the Coordinator or other Commission members as necessary.
- g) The Chairperson will hold primary signing authority for the Commission.

## Section 3. Duties and Responsibilities of the Vice Chairperson.

- a) The Vice-Chairperson has all the rights, duties and responsibilities of a regular Commission member, including the right to introduce motions and proposals, as well as to speak and vote on issues before the Commission.
- b) The Vice Chairperson shall act for the Chairperson in the Chairperson=s absence.

c) The Vice Chairperson shall assist the Chairperson in performing Commission duties as delegated by the Chairperson.

d) The Vice Chairperson will hold secondary signing authority for the Commission.

#### Article VI — Coordinator

The Coordinator shall have day-to-day responsibility for the Commission, including carrying out the Commission's mission and objectives. The Coordinator will attend all Commission meetings, report on the progress of various Commission projects and activities and answer questions. The Coordinator shall prepare an annual budget for review by the Commission. The Coordinator may also serve as a Commission spokesperson at the direction of the Chairperson. The Coordinator may not be a member of the Commission. The Coordinator may sit on subcommittees as a non-voting member. The following additional responsibilities are delegated to the Coordinator. This list is non-exclusive and the Coordinator may be charged with additional duties as needed.

- all meeting arrangement
- preparation and dissemination of minutes
- supervision of any additional Department of Human Services staff
- administering of Commission programs
- monitoring income and expenditures to comply with legislatively approved budgets
- working with the Commission to develop proposed rules
- providing information to the Commission about proposed legislation
- tracking bills during a legislative session
- coordinating testimony before legislative committees
- representing the Commission before legislative committees and other groups

The Coordinator is expected to inform the Chairperson should the scope of his or her duties become too burdensome to be handled in a timely and professional manner.

#### Article VII — Subcommittees

## Section 1. Agenda Committee

- a) The Agenda Committee shall consist of the Chairperson, Vice-Chairperson and Coordinator. A representative of the Governor's Advocacy Office of the Department of Human Services may also attend as necessary.
- b) The Agenda Committee will set agendas for full Commission meetings, assign issues/concerns to the appropriate subcommittees and establish subcommittees as necessary. In case of an emergency, if an emergency or special meeting of the full Commission is unable to produce the necessary quorum, the Agenda Committee shall act on behalf of the full Commission
- c) The Agenda Committee shall meet two weeks prior to all scheduled full Commission meetings.

## Section 2. Standing and Ad Hoc Subcommittees

- a) Standing and Ad Hoc subcommittees may be established by the Agenda Committee or by a majority vote of the full Commission. The designation Astanding@or Aad hoc@ will be made by the establishing authority at the time the subcommittee is established.
- b) Subcommittees shall be comprised of no less than two voting members of the Commission and no more than eight exclusive of the Coordinator. Membership shall be on a voluntary basis until the subcommittee is full. Vacancies will be filled on a volunteer basis. The Chairperson is a member of all subcommittees unless he or she declines membership on any particular subcommittee. The Chairperson may then appoint the Vice-Chairperson to that subcommittee seat or may open it up to a volunteer.
- c) The Chairperson may, at his or her discretion, appoint a subcommittee chairperson. If the Chairperson declines to select a subcommittee chairperson, that subcommittee is free to select a subcommittee chairperson or operate without such a chairperson. If the latter option is chosen, the Chairperson may at any time appoint a subcommittee chairperson if he or she deems such an appointment necessary.
- d) Time and place of subcommittee meetings will be established by the subcommittees.

e) Every voting member of the Commission is expected to actively participate on at least one subcommittee.

f) Subcommittees are expected to make timely progress reports to the full Commission at scheduled meetings of the full Commission. If time on the agenda is required, the subcommittee will notify the Coordinator three weeks prior to the scheduled full Commission meeting.

g) The Chairperson may request progress reports from subcommittees at any time. Timely compliance by the subcommittee is expected.

h) Ad Hoc subcommittees will terminate when the Commission Chairperson deems that subcommittee's tasks complete.

## Article VIII — Adoption and Amendment of Bylaws

### Section 1. Adoption

These bylaws shall become effective upon a majority vote of the Commission at a duly convened meeting. These proposed bylaws will be provided to Commission members at least two weeks prior to the meeting. Commission members must be given notice of such a vote at least two weeks prior to the meeting.

### Section 2. Amendment

These bylaws may be amended by a majority vote of the full Commission at a duly convened meeting. The proposed amendments will be provided to Commission members at least two week in advance of the meeting. Commission members must be given notice of such a vote at least two weeks prior to the meeting. The Agenda Committee shall establish an ad hoc Bylaws Review Subcommittee as needed for revised bylaws.

## Article IX — Conflict of Interest/ Ethics

Commission members shall declare any direct interest or potential financial gain for any issue to be discussed. Conduct of Commission members shall be consistent with ORS 244.010 — 400 and the Oregon Government Standards and Practices Laws. While acting as members of the Oregon Pain Management Commission



members understand that they are public officials. Commission members also acknowledge that a founding principle of the Commission is to maximize transparency and trust. Members of the Commission and the Coordinator will adhere to the highest standards of ethical conduct and shall be responsible for understanding and acting in accordance with the provisions of ORS chapter 244, including the code of ethics.