



**JOINT INTERIM TASK FORCE ON ADDRESSING
RACIAL DISPARITIES IN HOME OWNERSHIP (House Bill 4010)**

Task Force Rules
Eightieth Legislative Assembly

Meetings will operate in accordance with the Oregon Constitution, applicable statutory provisions and general parliamentary law. Task forces may provide recommendations and conduct other duties as outlined in applicable enabling legislation. Task forces typically do not introduce legislation.

Chair/Co-Chairs

1. The chair/co-chair of the task force shall be elected by the members of the task force unless otherwise delineated by statute or the document creating the task force.

Quorum

2. A majority of members appointed to the task force shall constitute a quorum for the transaction of business. In the absence of a quorum, the chair may assign one or more members to receive public testimony. A task force member may participate by telephone for purposes of a quorum.

Meetings

3. The chair/co-chairs of the task force shall call meetings, set agendas and cause notice of the time and place of task force meetings at least 24 hours in advance, including posting on OLIS. Meetings shall be open to the public.

Task Force Action

4. Voting shall be by roll call, if requested by a task force member. Action by the task force requires an affirmative vote of the majority of the task force members. A task force member may vote by telephone.

Recording

5. Meetings of the task force shall be recorded. The audio records shall be indexed and shall be posted on OLIS and filed with the Oregon Archivist in accordance with Oregon law.

Off-site meetings

6. Any meeting held outside the Capitol shall adhere to the same notice provisions of a regular meeting. Recordings should be made in the same manner as a regular meeting unless the use of recording equipment is not practicable. At a minimum, written minutes should be kept noting attendance and any subject matter discussed. Meetings shall be open to the public. A recording of the meeting and recording log must be made if any public hearing or work session is held.

Field Trips

7. A written summary of the task force's activities may be prepared in lieu of a recording of a meeting when the task force conducts a tour, inspection, or other similar activity outside the Capitol provided, however, that a recording of the meeting and recording log must be made if any public hearing or work session is held.

Amending the Rules

8. These rules may be changed by an affirmative vote of the majority of the members of the task force, but at least one day's notice of any proposed change shall be given in writing to each member of the task force.