



HOUSE INTERIM SPECIAL COMMITTEE ON COVID-19 RESPONSE

Committee Rules

81st Legislative Assembly
2021- 2022 Interim

The committee will operate in accordance with the Oregon Constitution, House Rules, Mason's Manual of Legislative Procedure and applicable statutory provisions.

1. **Quorum:** A majority of the members appointed to the committee shall constitute a quorum for the transaction of business. In the absence of a quorum, the chair may assign fewer members to receive public testimony. A roll call shall determine the attendance of members, wherein they shall state their name and if they are attending by audio or video means when meeting remotely.
2. **Rules Suspension and Amendments:** Committee rules may be suspended by the affirmative vote of two thirds of the members appointed. Committee rules may be amended by affirmative vote of the majority of the membership of a committee, but at least one day's notice shall be given in writing to each committee member and the Chief Clerk of the House.
3. **Meeting Agendas:** The chair of the committee shall be appointed by the Speaker of the House. The chair shall call committee meetings, set agendas and cause notice of the time and place of the meetings. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken and whether a work session will be held. The chair may set a time limit on public testimony for the purpose of accommodating the greatest number of witnesses. All meetings shall be open to the public.
4. **Subcommittees:** The Speaker may designate subcommittees as deemed necessary and shall appoint the chair and the membership of each subcommittee.
5. **Votes on Motions:** A roll call vote shall be taken and recorded on any question. The affirmative vote of a majority of the members of the committee is required to approve recommendations.
6. **Recording Log:** All meetings of House committees shall be recorded. A recording log sufficient to serve as an index to the recording shall be available to the public within a reasonable time after the meeting and shall contain at least the following information:
 - (a) Members present, excused or absent;
 - (b) All motions and their disposition;
 - (c) Results of all votes; and
 - (d) Any announced conflicts of interest.

7. **Field Trips:** A written summary of the committee's activities may be prepared in lieu of a recording of a meeting when the committee 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. If a written summary is prepared, it shall be made available to the public within a reasonable time after the meeting.

8. **Conflict of Interest:** When involved in an actual or potential conflict of interest, as defined by ORS 244.020, a member shall announce in the committee meeting the nature of the actual or potential conflict prior to voting on the issue giving rise to the conflict. The member shall file in writing a statement of the nature of the actual or potential conflict with the committee assistant by 5:00 p.m. the next business day following the vote on the measure. The statement shall be limited to the substance of the oral explanation given in committee. The member's announcement of an actual or potential conflict of interest shall be recorded in the committee minutes.

Adopted: 11-17-2021