



TASK FORCE ON STUDENT SUCCESS FOR UNDERREPRESENTED STUDENTS IN HIGHER EDUCATION

Task Force Rules

81st Legislative Assembly
2021-2022 Interim

A task force 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.

1. **Chair.** The 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.
2. **Quorum.** A majority of the voting 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.
3. **Meetings.** The task force shall meet at times and places specified by the call of the chair or of a majority of the voting members of the task force. The chair 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.
4. **Task Force Action.** 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 voting task force members. A task force member may vote by telephone.
5. **Votes on Motions:** A roll call vote shall be taken and recorded on any question. The affirmative vote of a majority of the voting task force members is required to approve recommendations or introduce a measure for pre-session filing.
6. **Recording.** Meetings of the task force 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.
7. **Off-site Meetings.** 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.

8. **Field Trips.** 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. If a written summary is prepared, it shall be made available to the public within a reasonable time after the meeting.
9. **Amending the Rules.** These rules may be changed by an affirmative vote of the majority of the voting 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.

Adopted: 11-18-2021