



TASK FORCE ON SPECIALTY COURTS House Bill 4001 (2024)

Task Force Operating Procedures 82nd Legislative Assembly 2023–2024 Interim

The Task Force on Specialty Courts (Task Force) was established by the Oregon Legislative Assembly and the Governor with the passage and signing of House Bill 4001 (2024). The measure provides that the Task Force, by vote of a majority of its members, may adopt rules necessary for the operation of the Task Force.

A. TASK FORCE MEETINGS

At least 24 hours before a meeting of the Task Force, an agenda with meeting topics will be posted to the Oregon Legislative Information System (OLIS). Meeting materials, including slides and relevant resources, will be posted before meetings to the extent practicable. A Task Force meeting occurs when a quorum is present. In the absence of a quorum, the Task Force may not act, but present members may still receive public comment, including informational presentations.

Task Force meetings will be conducted remotely via Microsoft Teams. All meeting materials and recordings will be made available to the public on OLIS and placed with the Oregon Archivist in accordance with Oregon law. Subject matter experts and other individuals may present to the Task Force at the invitation of the Chair or a majority of voting members. Some meetings may also include space for public comment, registration for which will open with the posting of a meeting's itemized agenda. Comments from the public may be limited in time to allow sufficient opportunity to conduct the other portions of the Task Force agenda. Members of the public are encouraged to submit comments in writing.

B. VOTING

A roll call vote will take place when the Task Force acts on reports and recommendations to the Legislative Assembly. A member's "aye" vote signifies that the proposed report reflects the findings and recommendations agreed upon by a majority of the Task Force members. An "aye" vote does not mean that the member agrees with each individual finding or recommendation. A member's "no" vote signifies that the member does not agree that the report reflects the findings and recommendations agreed upon by a majority of the Task Force members. A "no" vote will be noted within the report with a link to the member's statement of explanation, to be provided within 24 hours of the vote and posted to OLIS. A Task Force member must be present to vote, and every voting member present shall vote.

C. MEMBER DUTIES AND RESPONSIBILITIES

By volunteering to serve on the Task Force, members have agreed to provide advice, frame policy choices, and submit a report to the Legislative Assembly for consideration. Specific Task Force member responsibilities include:

- i. Reviewing meeting materials in advance of each meeting.
- ii. Attending meetings. A member who cannot attend a meeting should notify LPRO staff.
- iii. Participating actively in meetings, speaking concisely and non-repetitively during discussions and engaging respectfully with other Task Force members, staff, agency representatives, consultants, invited guests, and members of the public.
- iv. Directing to the Chair and to LPRO staff any communications or requests for information from agency representatives, consultants, subject-matter experts, or invited guests of the Task Force. Staff will assist the Chair to obtain responses to member inquiries as quickly as practicable.

D. CHAIR DUTIES AND RESPONSIBILITIES

House Bill 4001 provides for the selection of a Chair from among the members of the Task Force. The Chair will encourage full participation by members in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the expectations for the decision-making process. The Chair will work with LPRO staff to develop meeting agendas, establish a technical work group if needed, and facilitate meetings. In the event the Chair will be absent from a Task Force meeting, the Chair will designate a member to lead discussions and perform the duties of the Chair during the Chair's absence. The Chair will also serve as liaison between the Task Force and the legislature, as necessary.

Planning meetings will be convened by the Chair prior to Task Force meetings to develop agendas and identify the resources needed to complete the goals and tasks assigned to the Task Force. Planning meetings will include a review of work plans and technical questions that arise between meetings. Attendees will include the Chair and LPRO staff and may include, at the discretion of the Chair, other Task Force members, consultants, or subject-matter experts.

At the discretion of the Chair, the Task Force may establish a technical work group to advise the Task Force on technical issues. The Chair shall serve on the work group and determine its meeting times and discussion topics. LPRO staff will support technical work group meetings and may provide planning and analysis. The Chair will appoint members to the work group from among Task Force members, taking care to avoid a quorum of Task Force members.

Individuals who are not members of the Task Force may not serve on a technical work group. A technical work group may invite guests, such as consultants or subject-matter experts, to make presentations and, at the Chair's discretion, to participate in work group discussions. Technical work groups may advise the Task Force but may not make formal recommendations to the Legislative Assembly.

E. STAFF DUTIES AND RESPONSIBILITIES

House Bill 4001 directs the Legislative Policy and Research Office (LPRO) to provide staff support to the Task Force. Support may include, but is not limited to technical support,

substantive expertise, logistical assistance, administrative assistance, and advice to the Task Force.

F. COMMUNICATIONS AND RECORDS

Staff will send an email with an agenda and meeting materials to members in advance of each Task Force meeting. These materials will also be posted to OLIS.

Task Force communications are considered public record according to Oregon law ([ORS 192.311 et seq.](#)). “Communications” refers to all statements and votes made during Task Force meetings, memoranda, work projects, records, documents, or materials developed to fulfill the charge, including email correspondence. **Task Force members should avoid using “reply all” on email communications to adhere to quorum requirements.**

G. REPORTS TO THE LEGISLATIVE ASSEMBLY

House Bill 4001 requires the Task Force to make reports and recommendations to interim committees of the Legislative Assembly related to judiciary in the following manner: By November 15, 2024, the Task Force shall submit a final report on its findings and recommendations, which may include recommendations for legislation, in the manner provided by [ORS 192.245](#).

LPRO staff will draft a report, based upon Task Force discussion, analysis, and research, for the Task Force to review. The Task Force’s responsibilities will conclude once the final report is submitted to the Legislative Assembly, unless otherwise requested by the legislature and agreed to by the Task Force.

Dated: June 25, 2024