



Joint Committee on Ballot Measure Titles and Explanatory Statements

82nd Legislative Assembly

The committee shall operate in accordance with the Oregon Constitution; House and Senate Rules; custom, usage and precedents; Mason's Manual of Legislative Procedure; and applicable statutory provisions.

1. **Officers.** Pursuant to Senate Bill 28 (2023), members of the Joint Committee shall include members of the House appointed by the Speaker of the House and members of the Senate appointed by the President of the Senate. The officers of the Joint Committee shall include a co-chair from each chamber appointed by the appointing authority.
2. **Quorum.** A majority of the members appointed to the committee from the House of Representatives and a majority of the members appointed to the committee from the Senate shall constitute a quorum for the transaction of business. In the absence of a quorum, a co-chair may assign one or more members to receive testimony.
3. **Meetings.** The co-chairs shall call meetings, set agendas, and cause notice of the time and place of committee meetings in accordance with House and Senate Rules. In the event of a conflict, the more generous public notice provisions apply. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken. Meetings shall be open to the public.
4. **Recording.** All meetings of the committee shall be recorded. A recording log of all meetings of the committee shall be produced to reference the recording of each meeting. Meetings will be video recorded when practicable. The recording log shall be available to the public within a reasonable time and shall include the following:
 - a. Attendance of members and staff;
 - b. Names of witnesses;
 - c. All motions and their disposition;
 - d. The recorded vote on official action; and
 - e. Any announcements of conflicts of interest.
5. **Committee Action.** The Committee shall produce a draft ballot title and draft explanatory statement, and shall provide for a seven-calendar day public comment period after the draft ballot title and draft explanatory statement are produced and posted to OLIS. The committee shall consider the submitted comments in preparing the ballot title and explanatory statement. The affirmative vote of a majority of the appointed members of each chamber of the Joint Committee is required to approve ballot titles and explanatory statements.
6. **Off-Site Meetings.** Any committee meeting held outside the Capitol shall adhere to the same notice provisions as a regular meeting. Recordings shall be made in the same manner as a regular meeting unless the use of recording equipment is not practicable. At a minimum, written minutes must be kept noting attendance and any subject matter discussed. A recording of the meeting and recording log must be made if any work session is held. Meetings shall be open to the public.

7. **Amending the Rules.** Committee rules may be amended by the affirmative vote of the majority of the appointed House members of the committee and an affirmative vote of the majority of the appointed Senate members of the committee, but at least one day's notice shall be provided to each committee member and the Chief Clerk of the House and the Secretary of the Senate.
8. **Suspending the Rules.** These rules may be suspended temporarily by the affirmative vote of two-thirds (2/3) of the appointed members from the House and two-thirds (2/3) of the appointed members from the Senate.

ADOPTED: February 16, 2024