



**Task Force on Municipal Solid Waste in the Willamette Valley
House Bill 3794 (2025)**

Task Force Rules
83rd Legislative Assembly
2025–2026 Interim

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

1. **Chair or Co-Chairs.** The chair or co-chairs of the task force shall be elected by the members of the task force or appointed as described in enabling legislation.
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 or a co-chair may assign one or more members to receive public comment. A task force member may participate by telephone or other electronic means for purposes of a quorum.
3. **Meetings.** All task force meetings shall be open to the public. The task force shall meet at times and places specified by the chair or co-chairs or a majority of the voting task force members. The chair or co-chairs shall set agendas, and cause notice of the time and place of task force meetings at least 24 hours in advance, including posting on OLIS. The notice shall specify the type of meeting and, if applicable, whether public comment will be taken.
4. **Task Force Action.** A roll call vote shall be taken on any task force action. The affirmative vote of a majority of the voting members of the task force is required to approve a recommendation.
5. **Recording.** Task force meetings shall be recorded unless the meeting is held outside the Capitol and the use of recording equipment is not practicable. 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. At a minimum, written minutes must be kept noting attendance and any subject matter discussed. A recording and recording log must be made if a work session is held.
6. **Off-site Meetings.** Any task force meeting held outside the Capitol shall adhere to the notice provisions required under task force rule #3 above.
7. **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, a recording of the meeting and recording log must be made if any 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. **Amending the Rules.** Task force rules may be amended by the 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 task force member.

Adopted: 12/16/25