

# Bylaws of the Oregon Invasive Species Council

Adopted: 2002

Last update: November 2023

Proposed Changes: March 2024

## ARTICLE I: Name/Purpose

Section 1: **Name.** The name of this organization is the Oregon Invasive Species Council.

Section 2: **Purpose.** The purpose of the Oregon Invasive Species Council is to conduct a coordinated and comprehensive effort to keep invasive species out of Oregon and to eliminate, reduce, or mitigate the impacts of invasive species already established in Oregon.

Section 3: **Scope.** The Oregon Invasive Species Council was created to prevent non-native species that cause economic or environmental harm from entering Oregon or spreading to new areas of the state. Invasive species within the scope of the Council do not include humans, domestic livestock, or non-harmful exotic organisms.

## ARTICLE II: Membership

Section 1: **Ex-officio voting members.** Per ORS 570.770 (revised 2019), eight members of the Council are ex officio voting members with terms that do not expire.

Section 2: **Appointed members.** The voting ex-officio members shall appoint a total of ten additional term-limited voting members that are representative of the geographic, cultural, and economic diversity of this state, following ORS 570.770 (revised 2019).

Section 3: **Ex-officio nonvoting members.** Per ORS 570.770 (revised 2019), seven or more members are designated ex officio nonvoting members without a specified term of service.

Section 4: **New appointments.** At least two months prior to the expiration of appointed member terms, the Chair shall invite nominations from the Oregon Invasive Species Council and other parties for new members or renewal of appointees eligible for a second consecutive term.

Section 5: **Resignation and Removal.** Resignation from the Oregon Invasive Species Council must be in writing and received by the Chair. An appointed member may be removed for excess absences or other reasons by a majority of the voting members.



Section 6: **Incomplete terms.** When an appointed member vacancy occurs through resignation or termination before the term expires, the ex-officio members shall appoint a new member representing a similar interest.

Section 7: **Designated alternate.** Each voting member may have the agency or organization that the Council member represents designate an alternate (other than a current Council member) to attend, participate and vote in Council meetings that the Council member does not attend. Appointed members must notify the Council Chair of alternate attendance before the meeting.

### ARTICLE III: Administration

Section 1: **Officers.** The officers of the Oregon Invasive Species Council shall be Chair, Vice-Chair, and a second Vice-Chair nominated from the ten appointed members. Other officers may be named as deemed necessary.

Section 2: **Chair and Vice-Chairs.** A voting ex-officio member will serve as Chairperson, and another voting ex-officio member to serve as Vice-chairperson. In addition, a second Vice-Chairperson will be nominated from the ten appointed members of the Council.

2(a): **Selection of Vice-Chair from appointed members.** When the Chairperson invites new members and renewal of appointees eligible for a second consecutive term, they shall also request nominations, including self-nominations, for a voting appointed member to serve as an appointed member Vice-Chairperson. At least two weeks before the last scheduled Council meeting of the year, all interested nominated members and or the nominee shall identify what they would bring to the position of Vice-Chairperson from appointed members. All appointed voting members of the Council shall vote on the appointed member Vice-Chairperson from the nominated appointed members at the last scheduled Council meeting of each year.

Section 3: **Rotation of Officer Duties.** The Chair and Vice-Chair positions shall rotate among the ex-officio members such that each ex-officio member serves one year as Chairperson and one year as Vice Chairperson, according to the following rotation schedule.

Year	Chair	Vice-chair
2023	OSMB	Sea Grant
2024	Sea Grant	OPRD
2025	OPRD	DEQ
2026	DEQ	ODA
2027	ODA	ODF
2028	ODF	PSU
2029	PSU	ODFW
2030	ODFW	OSMB



3(a): An ex-officio member may opt out of their Officer duties, in which case the Council shall elect another ex-officio member to serve as an out-of-rotation substitute. In this case, the ex-officio member opting out of officer duties shall switch places in the rotation with the ex-officio member elected as a substitute.

3(b): If an ex-officio member opts out of their rotation to the chair or vice-chair position, the vacant ex-officio Chair or Vice-Chair seat shall be elected by a majority of the quorum.

Section 4: **Quorum.** A majority of the total number of voting members constitutes a quorum for the transaction of business.

Section 5: **Officer Terms.** Officers shall serve a term of one year. Officers shall not serve more than two consecutive terms as an Officer. The Council will vote to fill the vacant office.

Section 6: **Council Coordinator.** A Council Coordinator may be employed to administer the operation and functions of the Council. The scope of duties will be determined by the Council. The Council Coordinator maintains regular contact with the Council Chairperson, who shall outline the nature, frequency, and means for carrying out such coordination.

Section 7: **Duties of Chair and Vice-Chair.** The duties and powers of the Chairperson and Vice Chairperson are as follows:

7(a): The Chairperson may perform the duties, including but not limited to selection of committee chairs, development of Council meeting agendas and facilitation of council meetings, oversight of the OISC Coordinator's work, and guidance of council decision-making. The Chairperson shall arrange and preside over regularly scheduled meetings. The Chairperson may appoint a facilitator as necessary to guide council decision-making. The Chairperson will also serve as the liaison to the Governor's Natural Resource Office and Oregon Department of Agriculture and represent the views and interests of the Council generally. The Chairperson's duties also include reporting to the legislative assembly.

7(b): The Vice Chairperson may assist the Chairperson and fill in for the Chairperson as necessary. The Vice Chairperson will lead the Governance Committee, serve as the liaison to interested stakeholder groups, and oversee and track committee action items with assistance from the OISC Coordinator. The Vice-Chairperson shall serve as a proxy for the chair if the chair is in absentia for a regular meeting.

7(c): The appointed member Vice-Chairperson will co-lead the Governance Committee, serve as the liaison to interested stakeholder groups, and oversee and track committee action items with assistance from the OISC Coordinator. In addition, the appointed member Vice-Chairperson should connect with appointed members at least once a month ahead of the scheduled Council meetings to canvass any specific agenda items. The appointed member Vice-Chairperson shall



serve as a proxy for the chair In the event that both the Chairperson and the Vice-Chairperson are in absentia for a regular meeting.

## ARTICLE IV: Meetings

Section 1: **Regular meetings.** Regular meetings shall be held three times each year. The schedule of regular meetings for a given year shall be set by the Invasive Species Council during the last regular meeting of the prior calendar year.

Section 2: **Special meetings.** Special meetings may be called by the Chair or a majority of voting members.

Section 3: **Notice.** Notice of each meeting shall be given to each voting member at least ten days before the meeting. Notices of regular meetings shall also be published in the State Register.

Section 4: **Minutes.** Minutes from each Invasive Species Council meeting shall be provided to voting members at least ten days before the next meeting. Minutes must be approved, with any necessary changes, by a quorum at the next regular meeting.

## ARTICLE V: Decision-Making

Section 1: **Consensus.** The Invasive Species Council shall endeavor to make consensus decisions representing the agreement of all members present at a meeting.

Section 2: **Voting.** When the Chair deems that a consensus decision is not possible, decisions shall be based on a majority vote by the quorum. The Chair shall make the deciding vote in the event of a tie. Dissenting votes will be noted for the record.

Section 3: **Designated Alternate Voting.** A designated alternate authorized by the agency or organization represented by a voting Council member can attend a Council meeting that the Council member does not attend and cast a vote in lieu of the Council member's absence.

Section 4: **Email or Absentee Voting.** Virtual attendance and voting through email is equivalent to in-person attendance for voting purposes.

Section 5: **Quorum.** A majority of the total number of voting members constitutes a quorum for the transaction of business. Virtual attendance is equivalent to in-person attendance and thus contributes to achieving a Council quorum. Meetings may be held without a quorum; however, no Council decisions can be made.



## ARTICLE VI: Committees

Section 1: **Establishment.** Current committees, purpose, goals, and membership can be found in Council meeting minutes and on the Council's website.

Section 2: **Committee Membership.** Per ORS 570.790, committees may consist of Invasive Species Council members and/or other individuals as designated by the Chair or a majority of the quorum. The Chair shall appoint all committee chairs.

Section 3: **Committee Operating Procedures.** The Chair or Executive Committee may assign Council action items to an appropriate committee(s). Additionally, the Council may assign action items to a committee by consensus or vote. For assignments and tasks that require time investments beyond in-committee discussion, the committee chair may create/assign a working group.

3(a): **Committee Meetings.** As necessary, committee Chairpersons or a chair-designated committee member may schedule meetings to complete assigned action items. Committees have the authority to make recommendations to the Council. Thus, committee meetings are public, and appropriate notice must be filed.

3(b): **Working Groups.** In the event that a committee action item cannot be accomplished during the course of standard meetings, the committee chairperson may request the formation of a temporary or ongoing working group that consists of council members and network partners.

- i. Working groups will meet as needed to gather and aggregate information, create outreach and education product concepts, and explore options for accomplishing Council objectives.
- ii. Working groups do not have the authority to make recommendations to the Council, and these meetings are not subject to public meeting disclosure.
- iii. Upon completion, or when a benchmark is reached, the working group will report to the full committee, at which point the committee can recommend to forward an official recommendation to the council, request further development from the working group or terminate the assignment.

Section 4: **Reporting.** Committees shall report to the Chair or Vice Chair. Committees chaired by the Council Chair will report to the Executive Committee. Committees chaired by the Council Vice-Chair will report to the Chair and/or Executive Committee at the Chairperson's discretion.

Section 5: **Executive Committee.** The Executive Committee was formed in 2021 and includes the Chair, Past Chair, both Vice-Chairs, committee chairs, and an Oregon Department of Agriculture representative. The purpose of the Executive Committee is to share information between Council committees, discuss priorities and assistance needed, create OISC meeting agendas, and make the OISC meetings more efficient and effective.



## ARTICLE VII: Amendments to the Bylaws

Section 1: **Amendments.** These Bylaws may be amended when necessary by a two-thirds majority of the quorum. Proposed amendments must be submitted to the Chair by the Bylaws Committee.

## ARTICLE VIII: Independent Network Partners

Section 1: The Oregon Legislature has recognized that the Council has a strong network of “local, state, federal, tribal and private entities” that cooperatively combat the threat posed by harmful invasive species. See ORS 570.750(4).

1(a): As an informational resource, the Council may list on the Council’s webpage member entities and individuals who are within the network.

1(b): The Council may invite to its meetings organizations and individuals within the network to exchange information with the Council bearing on invasive species efforts in Oregon.

Section 2: Although the Council is not authorized to direct or control members of the network in Oregon helping to combat destructive invasive species, the Council can partner with independent network members that voluntarily choose to cooperate with the Council and other state agencies in helping to prevent the introduction into and spread within Oregon of destructive invasive species.

