

**DRAFT**  
**PROCEDURES**  
**of the**  
**OREGON OCEAN POLICY ADVISORY COUNCIL**

**STRUCTURE**

**Officers**

The Council will elect a Chair from among its membership, pursuant to ORS 196.438(4), and may elect such other officers, including a Vice Chair, as it deems necessary. Council offices will be held for a period of two calendar years. Officers may be re-elected to subsequent terms of office.

**Committees**

The Council will appoint a Scientific and Technical Advisory Committee, chaired by the Sea Grant Director or other similarly qualified member, pursuant to ORS 196.451. Other standing or *ad hoc* committees and subcommittees may be appointed by the Council as deemed necessary. Committee and subcommittee members may be Council members or members of any sector appropriate to the committee's work; committee members will be appointed by, and serve at the pleasure of, the Chair.

**AGENDA DEVELOPMENT**

**Overall Policy Statement**

The Council will attempt to follow an agenda at each meeting that balances the needs to expeditiously complete a planning work program, provide a forum for discussion and action on issues as needed, allow public notice of actions to be taken, and provide the public with a means to raise issues for consideration by the Council.

**Agenda Development**

The agenda for each Council meeting will be developed from three major sources:

1. The work program and task schedule agreed to by the Council;
2. Additional items proposed by Council members; and
3. Requests from citizens, groups or agencies approved by the Chair 30 days in advance of the meeting.

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Overall Policy Statement

The Ocean Policy Advisory Council (Council) will provide citizens with meaningful opportunities to participate in all phases of the ocean planning process, including issues scoping, policy formulation, plan preparation, plan review and adoption, and implementation.

Participation in Council Meetings

Citizens will be encouraged to participate in Council meetings in three ways:

<#>General public comment.

A specific "open mike" time for public comment to the Council will be set aside during each regular Council meeting and noted on the agenda.

<#>Topical public testimony, comment of discussion.

The Council may ask for testimony, comment or discussion on certain agenda items prior to Council deliberations; these "Action Items" will be indicated on the agenda. The Council may limit public comment on any agenda item and reserve deliberations for Council members only.

<#>Citizen presentations.

Citizens or groups may request the Chair for time on the Council's agenda to present information or discuss an issue with the Council; requests for time should be made at least 30 days prior to the scheduled meeting and will be subject to time available. To facilitate citizen a

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All agendas will be prepared by Council staff and approved by the Chair prior to distribution.

Agendas will be posted on the OPAC web site and mailed to members and to the public at least one week prior to Council meetings.

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## DECISIONS

### Overall Policy Statement

The Council will endeavor to reach consensus on each policy item or plan decision, including recommendations and resolutions to the Governor, the legislature, Congress or agencies. A consensus process will enable the Council to more freely discuss issues to arrive at a decision acceptable to all. In some instances, precise wording of a consensus decision may be developed by staff after review of videotapes of the discussion for approval by the Council at a subsequent meeting.

In those instances where consensus cannot be reached after debate and discussion, the Chair may initiate or entertain a motion to vote on the issue. All members, voting or *ex officio*, may fully participate in discussion, make motions and seconds. All motions must be seconded to be acted upon. The Chair may also elect to suspend debate and set aside the issue to a subsequent meeting. Minority reports, per se, will not be issued, but all products and positions of the Council will reflect minority positions, with minority language to be approved by minority members.

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### Quorum/Voting

A quorum of the Council will be a majority of the voting membership, including the Chair. A quorum is necessary for an official vote of the Council, and is necessary for any vote to pass. The Council may meet, hear testimony, receive information, deliberate, discuss and take informal "sense of the Council" votes without a quorum of members, but cannot take official action. Proxy votes will not count toward a quorum, but may be cast if a quorum is present.

A motion to reconsider a decision may be entertained by the Chair, if a majority of those present vote to reconsider.

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### Proxy Votes and Attendance

Council members take seriously the responsibilities of membership and will endeavor to attend and participate in all Council meetings. However, members recognize that unavoidable conflicts may prevent attendance at all meetings. This is especially

burdensome to the non-state agency Governor's appointees who have no other option for representation in case of absence.

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A Council member may designate another voting Council member to cast his or her vote on specified action items before the Council if the action item(s) is/are so indicated on the agenda and if that Council member informs the Chair of the inability to vote in person.

When a Council member is absent from three successive Council meetings, the Council may request that the Governor remove that member and appoint another to fill the term of that position. When a member is absent four out of five successive Council meetings, the Council will request that the Governor remove that member and appoint another to fill the term of that position.

### Voting Action

The Council will endeavor to provide effective notice to the public, groups, agencies and interest parties of official voting actions which the Council may take at a meeting and to provide to both Council members and any interested party written materials related to the proposed action.

Whenever an item placed on the agenda may result in an official vote of the Council, that item shall be so noted on the agenda as an "Action Item" and shall be so indicated in the public notice of the agenda for the meeting at which the item will be discussed.

The Council, through its staff, will attempt to provide written information on any proposed "Action Item" which describes the proposed action, the issues involved, legal or policy implications and other information which will assist the public and the Council to understand the item and conclude discussion prior to a vote. This information will, if at all possible, be made available to the members and the public no less than one week prior to the meeting where action will be taken.

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### Meeting Records

All Council meetings will be videotaped to provide an official record. Meeting summaries will be prepared, as required by Oregon law, and posted on the OPAC web site. Citizens, agency staff, or Council members are encouraged to view the video record that also will be posted on the OPAC web site.

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## ADDENDUM: CITIZEN INVOLVEMENT

### Overall Policy Statement

The Ocean Policy Advisory Council (Council) will provide citizens with meaningful opportunities to participate in all phases of the ocean planning process, including issues scoping, policy formulation, plan preparation, plan review and adoption, and implementation. **Moreover, the Council will be proactive in seeking out creative and novel ways for the public to be involved in the Council's work.**

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### Participation in Council Meetings

Citizens will be encouraged to participate in Council meetings in three ways:

#### 1. General public comment.

A specific "open mike" time for public comment to the Council will be set aside during each regular Council meeting and noted on the agenda. **Members of the public intending to make comment will be asked to sign up, so that time can be equitably shared, and a record of those speaking is provide to assist in generating an accurate meeting summary.** Written comments will also be accepted at any time from the public.

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#### 2. Topical public testimony, comment of discussion.

The Council may ask for testimony, comment or discussion on certain agenda items prior to Council deliberations; these "Action Items" will be indicated on the agenda. The Council may limit public comment on any agenda item and reserve deliberations for Council members only. **At the sole discretion of the Chair, a citizen may be asked to participate during Council discussion.**

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#### 3. Citizen presentations.

Citizens or groups may request the Chair for time on the Council's agenda to present information or discuss an issue with the Council; requests for time should be made at least 30 days prior to the scheduled meeting and will be subject to time available. To facilitate citizen access to the Council when agenda time is limited or unavailable, the Chair may designate a committee of Council members to meet with citizens to more fully discuss particular issues.

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### Notice of Council Meetings

It is the policy of the Council to ensure that citizens are informed as to when and where the Council will meet and the topics to be discussed, with special attention to note those

items on which the Council will take official action. The Council will establish a list of meeting dates and locations, **as is logistically feasible, for the coming year.** **The Council will maintain a web site upon which agendas and documents will be made available to the public,** and a mailing list of interested parties to whom notice of meetings and agendas will be sent. The Council will also utilize newspaper, radio and television outlets around the state to notify the general public of meetings.

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### **Public Workshops**

The Council intends to conduct workshops and community meetings whenever appropriate or necessary to solicit facts, opinions and ideas. Workshops will be structured to encourage an exchange of information and to facilitate discussion among participants. To ensure that citizens from along the entire Oregon Coast can conveniently participate, the Council will take care to hold workshops along the entire coast as well as inland.

### **Meeting Locations**

The Council recognizes the special difficulty of holding meetings on the Oregon Coast and the unavoidable burden placed on both Council members and the public to travel a long distance no matter where Council meetings are held. The Council will endeavor, over time, to meet in all regions of the coast. Actual locations will be determined based on issues to be discussed, availability of appropriate meeting locations and lodging, previous meeting locations and Council wishes.

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