

Bylaws of the Oregon Invasive Species Council

Adopted: 2002
Last updated: September 2010

ARTICLE I: Name/Purpose

Section 1: Name. The name of this organization shall be the Oregon Invasive Species Council.

Section 2: Purpose. The purpose of the Oregon Invasive Species Council shall be 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 will address non-native organisms, species that cause economic or environmental harm and are capable of 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 members. The following persons shall have ex officio membership on the Council: Director of the Oregon Department of Agriculture or a designated representative; Director of the Oregon Department of Fish and Wildlife or a designated representative; the President of Portland State University or a designated representative; the administrative head of the Sea Grant Program at Oregon State University, or a designated representative; the State Forester or a designated representative; and the Director of the Oregon Department of Environmental Quality or a designated representative.

Section 2: Appointed members. Additionally, the ex-officio members shall appoint a total of nine additional voting members. Appointments will represent a cross-section of Oregon agricultural, environmental, governmental, and business interests, such as tribes, local government, conservation groups, ports, and the pet, aquaculture, seed, nursery, and shipping industries.

Section 3: Terms. Appointed members shall each serve two-year terms, and individuals may serve up to two consecutive terms, subject to renewed appointment.

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.

ARTICLE III: Administration

Section 1: Officers. The officers of the Oregon Invasive Species Council shall be Chair and Vice-Chair. Other officers may be named as deemed necessary.

Section 2: Chair and Vice-Chair. A voting ex-officio member shall serve as Chairperson and another voting ex-officio member shall serve as Vice-Chairperson.

Section 3: Rotation of Officer Duties. The Chair and Vice-Chair positions shall rotate amongst ex-officio members such that each ex-officio member serve one year as Chairperson and one year as Vice-

Chairperson during a six-year period. 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.

Section 4: Elections. If an ex-officio member opts out of their rotation to the chair or vice-chair position, the vacant seat shall be elected by a majority of the quorum.

Section 5: Quorum. A majority of the total number of voting ex-officio and appointed members constitutes a quorum for the transaction of business.

Section 6: Duties of the Chair. The Chair shall arrange and preside over regularly scheduled meetings. The Chair may appoint a facilitator as necessary to guide council decision-making.

Section 7: Duties of the Vice-Chair. The Vice-Chair will assist the Chair's completion of duties, and will preside at meetings in the Chair's absence.

Section 8: Officer terms. Officers shall serve a term of one year or until a successor is elected.

Section 9: Council Coordinator. A Council Coordinator may be employed to administer the operation and functions of the council including facilitating Council business meetings and events; developing and implementing the Council's education and outreach program; coordinating outreach efforts with the media; developing and distributing printed and electronic materials; applying for grants to support Council activities; and developing and delivering legal documents such as rule and statute language.

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 the quorum at the next regular meeting.

ARTICLE V: Decision-Making

Section 1: Consensus. The Invasive Species Council shall endeavor to make consensus decisions representing 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 notes will be noted for the record.

Section 3: Proxy Voting. An authorized person can sit in as a voting member in the event of a member's absence. Appointed members must notify the Council Chair or Council Coordinator of their alternate prior to the meeting.

ARTICLE VI: Committees

Section 1: Establishment. A majority of the quorum may establish advisory, technical, or other committees to aid and advise the Invasive Species Council in performance of its functions.

Section 2: Membership. 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: Reporting. Committees shall report to the Chair.

Section 4: Bylaws Committee. The Chair shall designate a Bylaws Committee each year, consisting of at least three voting members. This committee shall be responsible for reviewing and proposing changes to these bylaws.

Section 5: Legislative Committee. The Chair shall designate a Legislative Committee each year consisting of at least three voting members. This committee shall track, review, and make recommendations on proposed action on legislation; develop legislation and make recommendations for OISC action on legislation relating to the Council and invasive species management in Oregon. The committee shall regularly report to the full Council. All OISC members shall report discussions of legislative actions and legislative proposals that impact invasive species management and the Council's structure and activities to the committee to ensure transparency and vetting with the full Council membership.

Section 6: Advisory Committee. To provide input and perspective from a broader range of constituents than is represented on the Council, the Council shall establish an advisory committee of technical experts, stakeholders and other interested parties.

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.