



OREGON COALITION OF LOCAL HEALTH OFFICIALS

Representing the collective interests
of Oregon's 33 local public health
authorities to improve the health of
all Oregonians.

oregonclho.org

CLHO Legislative Committee Charter

Last Updated: September 7, 2023

Approved by Committee: September 13, 2023

Organization Information & Mission Statement

The Oregon Coalition of Local Health Officials (CLHO), a 501(c)(6) member-based organization, represents all 33 local public health authorities (LPHAs) in Oregon. CLHO engages in advocacy with the Oregon Legislature on behalf of Oregon's LPHAs to ensure they have the policy, funding, and support necessary to protect health and provide foundational public health services to all people living in Oregon by:

- Taking an active role in the development of public health legislation, ordinances and policies at local and state levels, and, when appropriate, at the federal level.
- Promoting public funding to effectively implement and sustain local public health services and programs equitably across the state.
- Promoting a positive, clear image of local public health to residents and policy makers in Oregon.
- Promoting public health knowledge and skills in the local public health workforce and leadership.

CLHO Members

Board Members: The CLHO Board of Directors is made up of one representative of the following Oregon counties/entities: Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Creek, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Josephine, Klamath, Lake, Lane, Lincoln, Malheur, Marion, Morrow, Multnomah, North Central Health District, Polk, Tillamook, Umatilla, Union, Washington, Wheeler, and Yamhill.

Executive Committee Positions:

- Chair
- Vice-Chair
- Secretary/Treasurer
- Past Chair
- Health Officers Caucus Representative
- Public Health Administrators Caucus Representative





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- Conference of Local Environmental Health Supervisors (CLEHS) Caucus Representative
- Large County Representative
- Medium County Representative
- Small County Representative
- Legislative Committee Representative

The Executive Committee can make decisions on behalf of the full board (33 members). The Legislative Committee can make recommendations to the full Board or to the Executive Committee, such as a recommendation to support or oppose a policy or piece of legislation.

CLHO Legislative Committee — Positions and Roles:

CLHO Staff

CLHO staff will provide technical assistance to committee members when needed, including bill information and coordinating legislative advocacy.

- Executive Director — Shall schedule and create meeting agendas, send out meeting materials, as well as lead meetings in the absence of the Committee Chair(s).
- Program Manager — Post meeting materials and agendas to the CLHO library and take meeting minutes.

Chair(s):

- Facilitate Committee meetings in accordance with Robert's Rules.
- Guide Executive Director as needed on agenda items.
- Guide Committee as needed.

Committee:

- Develop policy and funding priorities for the annual Oregon Legislative Session and as needed for federal issues.
- Recommend the legislative priorities and other policy positions to the CLHO Executive Committee and/or the full Board.
- Guide legislative strategies.
- Help to identify potential coalition partners.
- Receive updates from the Executive Director and/or the Contract Lobbyist.
- Monitor bill statuses and policy positions during the legislative session.
- Provide input on key legislative issues.





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- Develop guiding principles to streamline the Committee's work and/or general positions on recurring public health legislative topics.
- Advocate for local policymakers to take positions aligning with CLHO legislative positions.
- Provide advocacy in the Oregon legislature for CLHO positions on legislation through testimony, letters of support/opposition, or other means.

Committee Membership

Committee membership may vary. The Legislative Committee will be appointed by the Coalition Chairperson, and will consist of at least five (5) members with a Committee Chair appointed by the Coalition Chair, and shall be composed of designated members of Oregon's Local Public Health Authorities (LPHA).

Conditions of Committee Appointment:

- Each county can have two (2) representatives, but only one (1) vote
 - Only one of the representatives is to be appointed as the voting member
- Counties that do not have 2 representatives already can contact the Executive Director and CLHO Chair to be appointed to the Legislative Committee.
 - The CLHO chair will then appoint the new representative at the next Coalition Board meeting
- The Committee will select either a Chair or two (2) Co-chairs to serve the Legislative Committee. The Committee Chair(s) are recommended for appointment to the CLHO Board Chair for appointment at the next Coalition Board meeting.

Committee Meetings

In accordance with the CLHO Bylaws, Committee Meetings will be held as needed—typically one per month with the option to skip meetings that are not needed. Additional meetings may be convened by the Coalition Chairperson with adequate notice to the Committee on an as needed basis. All meeting notice and agenda items will be sent out in advance to all appointed members.

All meetings will be facilitated by the Co-Chairs of the Committee. Members may appear in-person or remotely via video-call or other agreed upon available technological means. To vote on any matter, there must be at least half the members present plus one. If the majority of the





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quorum is present and in unanimous agreement on the issue at hand, then a vote can take place. If the majority of the quorum is not in agreement, a vote by email is allowed.

For more information, contact Sarah Lochner, Executive Director
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