

Oregon Alcohol & Drug Policy Commission

Harm Reduction Committee Charter

1 PURPOSE

The ADPC Harm Reduction Committee collaborates closely with ADPC staff and other partners to prevent and reduce substance use disorder related harms in Oregon.

Harm reduction is a key pillar in the U.S. Department of Health and Human Services' [Overdose Prevention Strategy: Harm Reduction](#). Harm reduction is recognized by DHHS as an evidence-based approach critical to engaging with people who use drugs and equipping them with life-saving tools and information to create positive change in their lives and potentially save their lives. The DHHS Overdose Prevention Strategy calls for expansion and greater access to harm reduction interventions, including better integration of harm reduction into general medical care.

Defining harm reduction

The ADPC Harm Reduction Committee aligns with the [National Harm Reduction Coalition](#) and defines harm reduction as a set of practical strategies and ideas aimed at reducing negative consequences of substance use. Also, that harm reduction is a movement for social justice built on a belief in and respect for the rights of people who use drugs.

The harm reduction policies, strategies, interventions and practices supported by the ADPC Harm Reduction Committee will center people with lived and living experience of substance use, especially those from marginalized communities. Lastly, the strategies, practices, and interventions supported will meet and engage people who are using substances where they are without judgement, stigma, racism, or discrimination.

2 OVERVIEW AND FUNCTION

The committee shall have, at a minimum, the following duties:

Collaborate closely with ADPC staff, other committees, and state agency program leads to establish milestones and deadlines for all harm reduction goals and activities outlined in the ADPC Comprehensive Plan. We will:

- Assure committee membership reflects a full range of sector partners engaged in harm reduction strategies, interventions, and policy development.

- Monitor and support implementation of the ADPC Comprehensive Plan and related initiatives.
- Develop an Annual Harm Reduction Action Plan to advance ADPC Comprehensive Plan goals and strategies.
- Foster coordination with other ADPC Committees to ensure alignment of shared efforts.

3 ACCOUNTABILITY AND REPORTING

The Harm Reduction Committee is accountable to the full Alcohol and Drug Policy Commission and will report on the status of all activities and any issues at regularly scheduled commission meetings and calls. The committee will establish regular meeting cadence and maintain records of meeting agendas, minutes, and other supporting materials.

4 MEMBERSHIP

General. The Harm Reduction Committee is open to Commissioners, State Agency Representatives, county and local government, federally designated Tribes, academic and research partners, community-based organizations, and community members, including people with lived and living experience of substance use.

Membership. The Harm Reduction Committee will include a minimum of 6 and up to 16 members. The committee may convene ad hoc work groups that include non-members to consult on specific needs/topics. Committee members shall be selected by the Committee Officers, with input from committee members, towards the goal of achieving equitable representation across the diversity of sectors, groups and individuals engaged in harm reduction strategies, interventions, and policy work in Oregon.

Committee Terms. Committee members will serve two-year terms with no term limits. Nominations for new members will be requested at least every two years, or as needed to add or replace members, including the chairperson. When possible, the committee will stagger membership terms to ensure continuity.

Officers. The ADPC Chair will appoint a Harm Reduction Committee Chair for a two-year term with no term limits. A member of the ADPC staff or supporting agency program staff shall serve as Secretary for the Committee and is responsible for supporting the business of the Committee in coordination with the Committee Chair.

Responsibilities. The Committee Chair shall update members on outcomes and key updates from the full Commission meetings.

5 MEETING AGENDAS AND COMMITTEE MEETINGS

Conducting meetings. The Committee Chair will set the agenda with assistance from committee members, and ADPC and agency program staff, and lead and facilitate meetings. The Committee chair may transfer this authority to the ADPC staff as needed, including when absent from meetings.

General Requirements. The Committee shall hold regular meetings (in-person or using currently available technology) to conduct business. Meeting notices and agendas shall be publicly posted on the ADPC website. ADPC will announce regularly scheduled meetings with written notice sent to all Committee members.

Rules. The Committee shall conduct its meetings guided by respect and consensus building to reach agreement and make decisions. Two documents that serve as guides include “A short Guide to Consensus Building: *An alternative to Robert’s Rules of Order for groups, organizations and adhoc assemblies that want to operate by consensus* , The Consensus Building Handbook: A comprehensive guide to reaching agreement.”

Recommendations and Voting. Consensus recommendations will be presented to the ADPC. The group will use “Fist to Five Voting” which is a consent-based decision-making process in which individuals use fingers to communicate agreement with a decision. The fingers prompt discussion and a decision is considered “passed” when everyone gives the decision 3 or more fingers. If a voting member cannot be on camera, a written or verbal number can be shared.

- Fist means “No”
- One finger means “major issues”
- Two fingers mean “minor issues”
- Three fingers mean “I’m OK with the decision”
- Four fingers mean “Support”
- Five fingers mean “Strong support”

Only designated members can vote. The committee encourages participation and engagement by non-members to provide input into committee deliberations. ADPC and supporting agency program staff providing administrative and consulting support to the committee are not eligible to vote.

Proxies. Members of the committee may not send a proxy.

Meeting Notes. Meeting notes will include the date and time of the meeting, attendance, and a summary of significant actions taken. The meeting notes shall be posted on the ADPC website.

Open Meetings. Committee meetings are open to all observers. Public comment periods will be available prior to voting at every meeting.

6 APPROVAL

This Charter shall be effective upon approval of the Alcohol and Drug Policy Commission. The ADPC must approve any changes to this Charter for the changes to be effective.