

Oregon public meeting laws

Guidelines for the Medicaid Advisory Committee

Oregon's Public Meetings Law ensures that discussions and decisions of government groups happen in the open. This guide covers the main points. For the full law, see [ORS 192.610 to 192.705](#).

Key definitions

Decision

Any vote on a motion at any meeting at which a quorum is present.

Governing Body

A group with authority to make decisions or recommendations about policies or administration. The MAC is a governing body when a quorum (most members) meets.

Meeting

When a quorum of MAC members gather to discuss or decide on something.

Public body

The MAC is a public body because it was created by federal and state rules to advise a state agency.

Meeting Rules

Open to the public: Any meeting with most MAC members must be open for anyone to attend.

Accessible locations: Meeting places must allow access for people with disabilities and cannot discriminate.

Interpretation services:

- OHA must provide interpreters for people who are deaf or hard of hearing if they request help at least 48 hours prior to the meeting.
- OHA tries to do this even if the request is made later.
- For people who prefer languages other than English, OHA follows the same standard although Public Meeting Law does not require it.
- **Notice:** OHA must announce the time, place (whether virtual or in person) and topics for discussion at least 48 hours before the meeting.
- **Records:** After the meeting, OHA must share meeting records, which could be sound recordings, videos, or written minutes, including
 - Members present
 - Motions made
 - How members voted
 - Key points discussed
 - Documents reviewed

Public Records

All documents shared with the MAC, talked about in meetings, or that the MAC created are public records. This includes:

- Letters, memos, notes, emails, texts, and chats about
 - Official decisions
 - Direction for action and
 - General MAC information

Avoid serial communication: Sending texts, emails or making phone calls among a majority of the members can break public meeting rules.

What happens if the rules are broken?

If a court decides that the MAC broke public meeting law, any decision made during the violation won't count. The MAC can redo the decision correctly, and it will count from the original date if they follow the rules this time.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Medicaid Advisory Committee at MAC.Info@odhsoha.oregon.gov or 503-793-1920. We accept all relay calls.

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