

# Multiethnic Advisory Committee Structure and Guidelines

## Decision-making process:

Decisions among committee members will be made using the consensus decision making process.

### Consensus decision-making

Participants make decisions by agreement rather than by majority vote. To the extent possible, all necessary interests are represented and heard or, at a minimum, approve of the decision. Consensus decision making **asks everyone in the group to shape the decision until a compromise is reached that reasonably satisfies everyone.**

Unlike some other decision-making models, consensus strives to incorporate everyone's perspectives, needs, and ultimately their permission. Consensus means coming to an agreement. Creating consensus in a team setting means finding a proposal acceptable enough that all team members can support it, with no member adamantly opposing it, and coming to an agreement that everyone "can live with".

### Member versus invited guest:

Those attending this meeting should represent a multiethnic population and be interested in activities of this group.

- **A member** is a person who has decided to be committed to this committee and can meet the responsibilities of a member within the MAC guidelines document.
- **An invited guest** is a person who has not gone through the process of membership or has not been able to meet [member expectations for attendance](#). Invited guest may provide feedback however is not able to participate in the decision-making process of the committee.

## How to become a member:

Person becomes a member by asking to be a member of the committee, submitting summary (one paragraph) or verbally reporting why they want to be on this committee and vision for it through their participation. Once a person does this, they are a member and will be listed on the charter as such.

## Member attendance expectation:

Members should meet 60 percent attendance at general MAC meetings for the year to sustain membership. MAC subcommittee meeting attendance can substitute for general MAC meetings and attendance level.

Committee will allow for flexibility for those who are not able to achieve the attendance percentage by submitting a case summary to the committee for a waiver of this expectation.

Each year there are 10 general committee meetings (all available online) and 12 subcommittee meeting (all available online).

Typically, the general MAC meeting is the fourth Friday of each month from 9 to 10:30 a.m. Pacific Time, except for July and December. Subcommittee meetings are the first Wednesday of each month from 10 to 11 a.m. Pacific Time.

## Committee roles and responsibilities of members:

Includes:

1. Committee Chair
2. Committee Co-Chair
3. Committee Members
4. Committee Staff Liaisons

### Committee Chair responsibilities

- With Committee staff liaison, the Committee Chair develops an agenda for committee meetings to accomplish the committee's goals and charter.

- The Committee Chair and staff liaison are responsible for keeping members fully informed of committee activities.
- The Committee Chair works with staff liaisons to ensure that the work of the committee is carried out between meetings.
- The Committee Chair, where appropriate, guides the committee in proposing products and services that will further the goals and objectives of the committee.
- The Committee Chair represents the committee's voice through official communications, testimony and presentations.
- The Committee Chair may meet with Staff Liaisons prior to committee meetings.

### **Committee Co-Chair responsibilities**

To meet all the responsibility of the Chair when the Chair is not present or needs assistance.

### **Committee Members responsibilities**

- Should be included because they are knowledgeable about or interested in the committee's area of activity.
- Should know who the committee chairperson is.
- Should know what the specific responsibilities of the committee are, familiar with Charter.
- Should know what the responsibilities of the committee liaison staff to the committee are.
- Should know what the past performance of the committee has been.
- Should get involved and participate.

### **Committee participation**

Committee members are asked to:

- Study the meeting agenda carefully before coming to the committee meeting and ask for clarification if any items are unclear. Review the supporting material.

- Engage in agenda development and bring up new business or additional agenda items when necessary.
- Determine in advance how and what they will contribute to the committee meeting.
- Keep replies short and to the point. Seek information.
- Don't hesitate to comment, criticize constructively, or disagree.

### **Staff liaison responsibilities**

- Work with the Chair to develop agendas and conduct effective meetings of the committee.
- Provides administrative support, including but not limited to, planning and on-site execution of all committee meetings.
- Drafts materials for review and approval by the committee.
- Draft minutes and communicate draft minutes to all committee members within one week of meetings conducted.
- Assist the committee in proposing products and services that will further the goals and objectives of the Committee.
- Be thoroughly familiar with all aspects of the committee's work, including the scope of work and subjects under discussion.

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