

# Oregon Alliance to Prevent Suicide<sup>1</sup>

## Bylaws

### Background on the Alliance

In 2014, the Oregon State Legislature mandated development of a five-year plan to address Oregon's high rate of suicide among individuals aged 10 through 24. The Oregon Youth Suicide Intervention and Prevention Plan (YSIPP) was published by the Oregon Health Authority (OHA) and submitted to the Legislature in January 2016. The YSIPP 2016-2020 included an objective to create the Oregon Alliance to Prevent Suicide to oversee and coordinate suicide prevention activities statewide. The first Alliance members were appointed by OHA's Director in 2016.

In 2019 Oregon's legislature passed SB 707 which put in statute a requirement for a Youth Suicide Intervention and Prevention Advisory Committee on youth suicide ages 10 to 24, amending ORS 418.731 and 418.733. The Youth Suicide Intervention and Prevention Advisory Committee is also referred to as "Oregon Alliance to Prevent Suicide" in this document. These By-Laws will use the term "the Alliance" or "Oregon Alliance to Prevent Suicide".

In 2021, Oregon's legislature passed SB 563 expanding the YSIPP's focus to include ages 5 through 24 for more upstream prevention work.

### Purpose and Responsibilities

The Oregon Alliance to Prevent Suicide is charged with advising OHA on the development and administration of strategies to address suicide intervention and prevention for children and youth 5 through 24 years of age.

#### Responsibilities of the Alliance Include:

- Advising OHA on the development and administration of strategies to address suicide intervention and prevention for children, youth and young

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adults 5 through 24 years of age. (ORS 418.726(1))

- Recommend potential Alliance members to OHA. (ORS 418.726(5))
- Consult with the Youth Suicide Intervention and Prevention Coordinator (Coordinator) on updates to the YSIPP under ORS 418.733. (ORS 418.726(6))
- Advise the Coordinator on making recommendations to legislative committees on administrative and legislative changes to address service gaps in youth suicide prevention, intervention and post-suicide activities. (ORS 418.731(3)(g))

## Alliance Structure and Membership

The Alliance may recommend members for appointment by the Director and may recommend to OHA minimum membership in addition to the requirements in ORS 418.726(2). Alliance membership recommendations are submitted to and reviewed by the Executive Subcommittee. Recommendations are then submitted to the Director for final approval. The Alliance membership recommendations will include no more than one voting member per organization or OHA Division.

Members will be appointed by the Director of OHA (Director). Members serve at the discretion of the Director and can only be removed by resignation or by the Director. Membership will at a minimum align with the requirements in ORS 418.726(2).

The Alliance places a high value on ensuring that its statewide work connects with efforts in local communities and recognizes the important role that Regional and County Suicide Prevention Coalitions play. When assisting OHA to recruit members, the Alliance will endeavor to send candidates from across the state for consideration to the Director, while also complying with statutory requirements.

As indicated by SB 707 (2019), the members of the Alliance should reflect the cultural, linguistic, geographic and economic diversity of Oregon and must include but need not be limited to:

- Individuals who have survived suicide attempts;
- Individuals who have lost friends or family members to suicide;
- Individuals who have not attained 21 years of age;

- Representatives of state agencies, including but not limited to the Department of Human Services, the Oregon Health Authority and the Department of Education, who provide services to individuals who have not attained 21 years of age;
- Representatives of Oregon Indian tribes;
- Representatives of colleges and universities;
- Medical and behavioral treatment providers;
- Representatives of hospitals and health systems;
- Representatives of coordinated care organizations and private insurers;
- Suicide prevention specialists; and
- Representatives of members of the military and their families.

The Alliance recommends OHA appoint members in term increments of three years. At the end of each term, members may be reappointed by the Director. The Executive Subcommittee will vet and recommend new members and recommended reappointments to the Director.

Contracted Alliance Staff will track membership, attendance and terms and notify OHA and the Executive Subcommittee of terms coming to an end within six months of the end date.

### **Alliance Members Expectations:**

The Alliance encourages the following of appointed members. If these expectations are not met, the Alliance may recommend that the Director remove a member. Alliance members are encouraged to:

- Review and follow OHA policies pertaining to volunteers and advisory board members including:
  - Maintaining a Professional Workplace Policy: <https://www.oregon.gov/das/Policies/50-010-03.pdf>
  - Preventing Discrimination and Harassment Policy: <https://www.oregon.gov/das/Policies/50-010-01.pdf>
  - Privacy and Security Awareness Policy <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/me090-004.pdf>
  - Public Records Policy <https://www.oregon.gov/das/Policies/107-001-020.pdf>
- Within six months of appointment, complete the following Department of Administrative Services online courses:
  - DAS - CHRO - Overview of Boards and Commissions (1 hr)

- DAS - CHRO - 2024 Preventing Discrimination and Harassment (1 hr)
- DAS - EIS - 2024 Information Security Training: Foundations (40 mins)
- Be familiar with the Oregon YSIPP and the responsibilities it designates for the Alliance.
- Learn about and share best practices in suicide, suicide prevention, intervention, treatment, and postvention.
- Communicate the needs and concerns of their constituencies, if applicable, to the Alliance.
- Communicate issues under consideration by the Alliance to their constituencies to obtain feedback.
- Be open to including youth voice and supporting meaningful youth involvement.
- Maintain a statewide perspective for what will work in Oregon.
- Serve on Subcommittees or work groups as appropriate.
- Attend a minimum of 3 out of 4 quarterly meetings per year. Give notice to Contracted Alliance Staff if they are unable to attend a quarterly meeting.
- Maintain a trauma informed lens and use suicide safer language.

**Procedure for Resignation of Membership:**

- Member Resignation: A member who wishes to resign may submit their resignation in writing by electronic (email) or hard copy either directly to the Coordinator, and / or OHA's Director. The Contracted Alliance Staff or the OHA Coordinator will notify the Alliance Chair and Vice-Chair. The resignation will be documented in the Executive Subcommittee minutes at the next meeting. The Coordinator will notify the Director of the resignation.

**Procedure for Recommended Removal of Membership:**

- Recommended Removal for not meeting member expectations: Contracted Alliance Staff or any Alliance Member may propose a member be recommended for removal to the Executive Subcommittee based on failure to meet Member expectations as stated in the bylaws. Contracted Alliance Staff or Coordinator will inform the member that the Executive Subcommittee will review their membership.
- The Executive Subcommittee will review the recommendation and vote whether to submit it to the Coordinator. Removal recommendation, including which member expectation(s) was not met, must be documented in the Executive Subcommittee minutes. The Coordinator will notify the Director of the recommendation. The Director will choose whether to accept the recommendation and remove the member from the Alliance. The Coordinator will inform the Executive Subcommittee and the member of the Director's decision.

- If a complaint or report is received that is connected to potential discrimination and/or harassment, Alliance members, OHA staff and Contracted Alliance Staff will follow Department of Administrative Services (DAS) policy 50.010.01.

### **Alliance Chair and Vice-Chair**

To be eligible for nomination as the Alliance Chair or Vice-Chair, a member shall have served on any Subcommittee for a minimum of one-year. Nominations may come from any member and may be for any member, including self-nomination. The Alliance Chair and Vice-Chair will also serve as the Executive Subcommittee Chair and Vice-Chair.

The Alliance Chair will lead full Alliance meetings, and in their absence, the Vice-Chair may take the lead. The Vice-Chair position is intended to support the Chair and prepare the individual for serving as Chair in the future. The Alliance Chair and Vice-Chair will be elected by Alliance members at a quarterly meeting (typically held in June).

The Chair and Vice-Chair terms will typically be two years each with the Vice-Chair assuming the role of Chair following their term as Vice-Chair. In the event the current Chair or Vice-Chair resigns or is removed under Procedures for Recommended Removal, the Alliance will nominate and appoint a new Chair or Vice-Chair.

Chair and Vice-Chair may serve up to two consecutive terms and can be nominated again for appointment after a break period of two years if they have already served two consecutive terms.

### **Affiliates:**

While not an official designation, individuals who regularly participate in Alliance subcommittees, quarterly meetings or other Alliance activities but have not been appointed as a member by the Director of OHA may consider themselves Affiliates and are not voting members. Non-appointed members, such as Affiliates, cannot submit stipend request per ORS 292.495.

### **Stipends:**

Reimbursement may be provided to Alliance members in accordance with ORS 292.495 and state policy for time and expenses related to their performance of official duties. The “performance of official duties” includes attending an official meeting of a board or commission or performing assigned tasks necessary to fulfill the responsibilities of the member. Performing a task for a de minimis<sup>2</sup> amount of time does not qualify for

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<sup>2</sup> “a de minisis” is defined as too trivial or minor to merit consideration

compensation<sup>3</sup>. For example, replying to an agency email to state the member will be attending the next meeting, or reading a substantive email for 5 or 10 minutes, ordinarily is minimal and not eligible for compensation. Non-appointed members, like Affiliates, cannot submit stipend request per ORS 292.495.

## Alliance Subcommittees and Structure

### Executive Subcommittee

One chair of each subcommittee will automatically serve on the Executive Subcommittee, and their term begins when that subcommittee votes them into the chair role.

Any current member of the Alliance may nominate themselves or another individual for membership to the Executive Subcommittee's Elected Positions as defined below. Any nomination will be reviewed by the current Executive Subcommittee prior to a vote by the full Alliance. The full Alliance typically votes in new Elected Positions at the autumn quarterly Alliance meeting.

The Executive Subcommittee shall:

- Recommended subcommittees to the full Alliance annually,
- Meet to develop and review full Alliance quarterly meeting agendas,
- Review and approve recommendations or proposals from each of the subcommittees,
- Recommend to the Alliance new or updated policies and procedures,
- Review and make recommendations on other items to come before the Alliance,
- Make time-sensitive decisions between meetings on behalf of the Alliance membership,
- Make recommendations to OHA on new Alliance members, and
- Prioritize special projects, especially those focusing on diversity, equity and inclusion and groups that are at disproportionate risk of suicide.

Executive Subcommittee Membership Positions:

Automatic Appointments:

- Standing subcommittee chairs (Term: 1 year)
- OHA/Behavioral Health Division Representative (Term: Indefinite)
- OHA Public Health Representative (Term: Indefinite)

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<sup>3</sup> In May 2024, the Department of Administrative Services provided additional guidance around what can be submitted for a stipend request.

Elected Positions: (to be filled by vote of the full Alliance)

- Alliance Chair (Term: 2 years)
- Alliance Vice-chair (Term: 2 years)
- The Alliance recommends the following positions be appointed for up to a three-year term on the Executive Subcommittee. They may serve multiple terms provided they receive a membership reappointment from the Director and are approved by Alliance members:
  - Two persons identifying as having direct lived experience of intrusive suicidal thoughts, urges and/or behaviors (including suicidal attempts).
  - A person with lived experience identifying as a bereavement loss survivor (i.e. family member of a person who attempted or died by suicide)
  - Two young adult representatives, 25 or younger, who may be supported at Executive Subcommittee meetings by a non-voting adult ally.
  - Up to two at-large members
  - A healthcare provider
  - A person representing schools (K-12) or colleges and universities
  - A tribal partner

### **Subcommittee Chair Determination**

Except for the Executive Subcommittee, subcommittees will vote to choose a chair or co-chairs of each Subcommittee annually. If the Subcommittee uses a co-chair structure, only one of the co-chairs shall serve on the Executive Subcommittee, which will be voted on by the Subcommittee. Subcommittee chairs will report to the Executive Subcommittee regarding Subcommittee activities and recommendations, and work with the Executive Subcommittee to review, revise and adopt these recommendations.

### **Continuing a Subcommittee**

By the end of June, all subcommittee chairs will indicate to the Executive Subcommittee if they recommend that their subcommittee continue into the following year which will be documented in Executive Subcommittee meeting minutes. Continuing subcommittees are voted upon at the September Quarterly meeting by the full Alliance.

### **Recommending a New Subcommittee**

If a Member has a recommendation for a new Subcommittee, this will be emailed to Contracted Alliance Staff who will review the process with the Member and share with Alliance Chair and Vice-Chair. If Chairs approve, this will go to the Alliance Executive Subcommittee who will review and vote on the suggestion. If approved by the Executive Subcommittee, the new subcommittee will be voted on at the next Quarterly meeting by the full Alliance.

Subcommittees may form an advisory workgroup to complete a specific scope and purpose. All subcommittee and workgroup meetings will follow Oregon’s Public Meeting Law, ORS 192.610 – 192.690.

Subcommittees will establish annual goals and action steps each year in the spring. Each Subcommittee will meet at least quarterly to assess progress towards the annual goals. Each Subcommittee will have a Subcommittee Chair tasked with facilitating the Subcommittee meetings and monitoring progress of annual goals.

### **Advisory Workgroup Meetings**

Advisory workgroup can be established by subcommittees. Advisory workgroup meetings will occur as needed and follow Oregon’s Public Meeting Law, ORS 192.610 – 192.690 because they advise the work of the Alliance and its subcommittees. These groups may be population specific or serve as an advisory workgroup to the full Alliance and to Subcommittee work as needed. Advisory workgroups do not have a position on the Executive Subcommittee but are looked to as a trusted resource in developing population specific work and ensuring that the Alliance attends closely to issues of equity and inclusion. Advisory workgroup meetings do not hold official votes.

### **Frequency of Meetings**

Meetings of the full Alliance will be held at least quarterly. Special meetings will be scheduled as needed.

The Executive Subcommittee will meet prior to each quarterly meeting of the full Alliance. Additional meetings will be held as needed.

Subcommittees other than the Executive will be held at least quarterly.

Advisory workgroup meeting frequency will be determined when the group is established.

## **Decision Making**



### **Voting – Alliance:**

- Each appointed member is entitled to one vote on any matter referred to the full membership. Votes will require a quorum.
- A quorum will be 50% plus 1 of the number of appointed members and must include either the chair or vice-chair of the Alliance. Decisions will be made by majority vote of the members. In the absence of quorum, meetings may proceed, but no official votes may be taken.
- Any member may submit motions for vote at any meeting of the Alliance or its subcommittees.

### **Voting – Executive Subcommittee:**

- Each Executive Subcommittee member is entitled to one vote on any matter referred to the Subcommittee. Votes will require a quorum.
- A quorum in the Executive Subcommittee will be 50% plus 1 of Executive Subcommittee members, and must include an Executive Subcommittee Chair or Vice-chair. Decisions will be made by majority vote of Executive Subcommittee.
- Any member may submit motions for vote to the Executive Subcommittee.

### **Voting – Subcommittees other than Executive Subcommittee:**

- With the exception of the Executive Subcommittee, members may self-select into Subcommittees. Each appointed member is entitled to one vote on any matter referred to the Subcommittee. Votes will require a quorum.
- A quorum in Subcommittees, other than the Executive Subcommittee, will be three voting members of the Alliance, and must include a Subcommittee Chair or Co-chair. Decisions will be made by majority vote of the total number of members on that Subcommittee that are present.
- Any member may submit motions for vote to the Subcommittee and at quarterly meetings.
- All recommendations and guidance documents that go to OHA will go to the Executive Subcommittee for approval.

### **Time Sensitive Matters**

- Time sensitive matters are those in which a decision is needed before the next scheduled meeting.
- For time sensitive matters, the Alliance or its Subcommittees may schedule a special meeting as long as it follows Oregon Public Meeting Laws. Voting records shall be

contained in meeting minutes and will be shared with Alliance members via email and at quarterly meetings. Any member of the Alliance may propose a time-sensitive matter for a vote by submitting a request to Contracted Alliance Staff, who will be responsible for bringing the matter to the relevant Subcommittee.

- The Executive Subcommittee is authorized to vote on policy recommendations and take action between quarterly meetings on behalf of the full Alliance as needed.