

# CHARTER

OREGON LGBTQIA2S+ SCHOOL BOARD MEMBERS  
ADVISORY COMMITTEE OF THE OREGON SCHOOL  
BOARDS ASSOCIATION

Adopted: November 7, 2025

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# ARTICLE 1

## CHARTER

The Oregon School Boards Association (the “OSBA”) exists solely to perform essential governmental functions and all its income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. OSBA’s mission is to improve student success and education equity through advocacy, leadership and service to Oregon public school boards.

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene an Advisory Committee of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members regardless of their sexual orientation or gender identity.

To this end, The OSBA Board of Directors has formally recognized the Oregon LGBTQIA2S+ School Board Advisory Committee (the “Advisory Committee”) to serve as a resource and provide guidance and leadership for these initiatives to the OSBA Board of Directors.

The activities of the Advisory Committee shall align with OSBA bylaws as well as complement, not duplicate, OSBA’s efforts on behalf of all local governing boards.

# ARTICLE 2

## NAME, MISSION AND GOALS

**2.1 Name.** This organization shall be known as the Oregon LGBTQIA2S+ School Board Advisory Committee (LGBTQIA2S+ Advisory Committee) of the Oregon School Boards Association (OSBA).

**2.2 Mission.** To promote quality education for all students recognizing the unique needs of LGBTQIA2S+ students, staff and board members.

### **2.3 Goals.**

**2.3.1** The implementation of ODE’s “Oregon LGBTQ2SIA+ Student Success Plan.”

**2.3.2** Promoting positive and effective relationships among school board members, their communities, political leaders, partner organizations and OSBA free from discrimination or harassment based on sexual orientation or gender identity.

**2.3.3** To build and increase capacity of school board members regardless of their sexual orientation or gender identity through professional development and support.

**2.3.4** Serving as a resource for OSBA and its members.

**2.3.5** Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for students, staff and families regardless of sexual orientation and gender identity.

**2.3.6** Equipping and advancing board members to serve in the general OSBA leadership regardless of sexual orientation and gender identity.

**2.3.7** Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

## ARTICLE 3

### MEMBERSHIP

**3.1 Qualification.** All members must support the purposes and goals of the Advisory Committee as set forth in Article 2.

**3.2 Members.** The Advisory Committee members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association. Advisory Committee members may participate in all discussions, vote, and serve as an officer of the Advisory Committee. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

**3.3 Attendees.** The Advisory Committee may, in its discretion, invite to participate in any meeting or event any other individuals for the purpose of achieving the purpose and goals of the Advisory Committee as set forth in Article 2.

**3.4 Membership List.** The Membership list shall be maintained by the Secretary.

## ARTICLE 4

### BUDGET

**4.1 Budget.** The Advisory Committee shall submit an annual budget request as outlined under the OSBA budget process, including approval by the OSBA Board of Directors. The request shall set forth the areas of concern, recommended actions, and annual goals.

## ARTICLE 5

# MEETINGS

**5.1 Annual Meetings.** An annual meeting of the Advisory Committee shall be in conjunction with the OSBA Annual Convention at which time the Advisory Committee shall elect officers and shall conduct other business as may properly be brought before the meeting of the Advisory Committee.

## **5.2 Regular and Special Meetings.**

**5.2.1 Regular Meetings.** The Advisory Committee shall meet as often as required to achieve the goals outlined in its annual Work Plan. These meetings shall be scheduled for the year at the Annual Meeting.

**5.2.2 Special Meetings.** Special meetings of the members for any purpose may be called, either in writing or by e-mail, by the President or by a majority of the Executive Committee. Such a request shall state the purpose or purposes of the proposed meeting.

**5.2.3 Place of Meetings.** Regular and special meetings of the Advisory Committee shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

## **5.3 Notice.**

**5.3.1** Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

**5.3.2** Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

**5.4 Quorum.** Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

**5.5 Organization.** The President may determine in their sole discretion whether any meeting of the Advisory Committee shall be held in accordance with Robert's Rules of Order.

**5.6 Records.** The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

**5.7 OSBA Staff Liaison.** The Executive Director of OSBA shall designate a staff member to serve as a liaison representative to the Advisory Committee. The designee shall not have voting rights.

**5.8 Compliance with Open Meetings Laws.** The Advisory Committee shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in

which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

# ARTICLE 6

## ADVISORY COMMITTEE LEADERSHIP COUNCIL

**6.1 Composition.** The Leadership Council of the Advisory Committee shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Advisory Committee.

**6.2 Term.** Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The Vice President, Secretary, Treasurer, Regional Members, and Members-at Large may serve any number of consecutive terms. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position, or until the officer can no longer hold the position because they no longer qualify to be a member of the Advisory Committee as defined in Article 3 above, or because of removal or death.

### 6.3 Nomination and Election

**6.3.1 Nomination.** Leadership Council members may be nominated by either the nominating committee or an Advisory Committee member at the annual meeting.

**6.3.2 Election.** The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

### 6.4 Designations

**6.4.1 President.** The President shall preside at all meetings of the Advisory Committee and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Advisory Committee. Two persons may share the position of President, or one person may serve as President and another as Vice President.

**6.4.2 Vice President.** In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

**6.4.3 Immediate Past President.** The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

**6.4.4 Secretary.** The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

**6.4.5 Treasurer.** The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Advisory Committee in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

**6.4.6 Regional Advisory Committee Directors.** There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Advisory Committee' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Advisory Committee and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

**Future positions:**

**6.4.7 At-Large Members.** There shall be two At-Large Directors.

**6.5 Resignation.** A Leadership Council member may resign by filing a written resignation with the President or Secretary of the Advisory Committee or the President of OSBA.

**6.6 Vacancies.** Any vacancy in any office may be appointed for the unexpired portion of the term by a majority of the officers at the next regular or special meeting.

**6.7 Removal.** Any member of the Advisory Committee who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

## **ARTICLE 7**

### **EXECUTIVE COMMITTEE**

**7.1 Composition.** There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

**7.2 Responsibilities.** The Executive Committee shall have the following responsibilities and powers:

- (a) To respond to any inquiry or question from OSBA.
- (b) To act on behalf of the Advisory Committee when deemed necessary by the President.
- (c) To review plans and programs to be presented to the Advisory Committee at its meetings.
- (d) To give direction to the OSBA liaison on legislative action to come before the state legislature on which there is no formal Advisory Committee policy or resolution.
- (e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Advisory Committee. A nominating committee report will be included in the notice of the annual meeting of the membership.

**7.3 Ratification.** Any actions by the President shall be reported to the Executive Committee as soon as the action has taken place. All actions of the Executive Committee shall be subject to ratification by the Advisory Committee at the next meeting of the members.

**7.4 Administration.** The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

## **ARTICLE 8**

### **COMMITTEES**

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Advisory Committee but may make recommendations to the Advisory Committee for approval. The Chair of any such committee shall be a member of the Executive Committee.

## **ARTICLE 9**

### **GENERAL PROVISIONS**

#### **9.1 Amendment of Charter**

**9.1.1** Charter may be altered, amended, or replaced by the members of the Advisory Committee as approved by voting members of the Advisory Committee at the meeting by a majority vote.

**9.1.2** Notice of proposed charter changes shall be in the annual meeting agenda and sent to all members 15 days prior to the meeting.

**9.1.3** Omissions from this Charter shall be governed by Robert's Rules of Order when they do not conflict with the Charter.

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*The foregoing charter was adopted by the active membership of Oregon LGBTQIA2S+ School Board Advisory Committee on November 7, 2025, with legal revisions finalized on January 16, 2026, to align the charter with the caucus bylaws as directed by the advisory committee on November 7, 2025.*