

ORGANIZATIONAL DOCUMENTS

Creation of Organizational Documents

- Organizational documents include the mission statement, vision statement and goals.
- Mission statement, vision statements and goals shall be reviewed every 4 years by the Advocacy Council at special meeting(s) or committee work session(s). Vision statements should be connected to goals and business planning.
 - When the Mission statement is revised, the OMC Secretary will notify the State of Oregon and the Internal Revenue Service of said changes.
- OMC's organizational documents shall be provided to all Advocacy Council members at the beginning of their term, included in the officer's Google drive folder. These documents should be made available to the general membership of the Oregon Midwifery Council upon request and on the OMC website.
- Organizational documents should reflect the objectives and purpose stated in Bylaws, Article 2, Section 2.

Bylaws

- Bylaws govern the structure and procedure of the functioning of the organization.
- Bylaws are to be reviewed annually by the Secretary, who will bring potential need for change to the attention and discussion of the Advocacy Council. (Article 5 Section 6(c)viii)
 - For more information on bylaw revision, see OMC Secretary duties.
 - Current Bylaws shall be provided to all Advocacy Council members at the beginning of their term, included in the officer's digital folder. The Bylaws should be made available to the general membership of the Oregon Midwifery Council upon request. (Article 9 Section 1c)

MEMBERSHIP

- Membership categories and membership fees, which are decided by the Advocacy Council (Article 3 Section 2), currently include:
 - Midwife \$90 (\$75 option based on self-report of low family income) annually or \$7.50 monthly (\$6.50 monthly for low income)

- Student/apprentice \$35 annually or \$3.00 monthly
- Midwife and student members can be eligible for voting status, as outlined in Bylaws (Article 3, Section 4).
- Membership Manager will send new and renewing members a thank you email that includes important information about being an OMC member.
- Secretary will coordinate with the Treasurer and Membership Manager to maintain a current member list, which will minimally include: name, address, phone number, email address, voting eligibility status, region, membership category, dues renewal date.
 - Member database is currently maintained on Google Drive shared with the Secretary, Treasurer, Communications Coordinator and others, as necessary and appropriate.
 - Membership dues renewal dates for yearly memberships will repeat on the annual anniversary of the original date paid by individual members. If a member's dues have lapsed by more than 30 days, their renewal date updates to their new payment date.
 - For monthly memberships, the membership will be considered "active" continually, until the payment is canceled, in which case it will be considered as lapsed 30 days from the last payment.
 - Database to be updated with information provided as needed, minimally quarterly.
 - Treasurer, Secretary, or Membership Manager updates the database with the following as members start new and renewing memberships.
 - Name, address, email and phone number
 - Date of payment and membership renewal date
 - Confirmation of newsletter distribution
 - Voting status
 - Regional Representatives will notify the Secretary of meeting attendance at regional meetings and changes in contact information or membership categories. Notification will occur by email as agreed upon by Representatives and Secretary.
 - Secretary will provide updated regional lists to Representatives annually, or as agreed upon by Region. Optimal timing is at, or prior to, statewide meetings.
 - Secretary will provide a membership report at all statewide meetings that will minimally include statistics of member level (midwife, student), voting status, active or inactive status, and totals by region.

EXECUTIVE DIRECTOR/LOBBYIST

Hiring Process

- The Advocacy Council will post the open position on the OMC website and in the OMC newsletter and may post nationally on midwifery related websites, blogs, etc. The job listing will include a job description, qualifications, the date applications must be received by, and a projected date for hiring the new Director.
- The Advocacy Council will form a hiring committee that may include members of the organization beyond Advocacy Council Members. The Advocacy Council will encourage participation from each region.
- The hiring committee will review applications, decide who to interview, conduct interviews, and make a recommendation for hiring.
- The Advocacy Council will make the final hiring decision. Advocacy Council members will discuss potential candidates by email or in person, as appropriate and timely, and select a new Director by a majority vote. Discussion and appointment should take no more than 1-2 weeks after the last interview.
- Whenever possible, the Advocacy Council will plan the hiring transition so that there is an overlap between incoming and outgoing Director for direct training in the position. Whenever possible, training during a legislative session will be prioritized.

Job Description

Under the direction of the Advocacy Council, the Executive Director is responsible for general management of the Oregon Midwifery Council and coordination of the political efforts of the advocacy council and membership.

The OMC Executive Director will:

- Represent OMC to the Oregon legislature, the Oregon Health Authority, the Health Licensing Office, NACPM, MANA, ACNM, and other agencies and public health organizations.
- Lobby on behalf of OMC as needed and register as a lobbyist with the state of Oregon during those times. This will include testifying at relevant hearings.
- Coordinate OMC member participation in legislative and other political issues.
- Train OMC President and Vice President in political advocacy and lobbying. (Our goal is to have the President, Vice President, or a member of the legislative committee present at all hearings and meetings with state agencies).

- Keep membership and advocacy council abreast of political developments that may affect midwives or clients.
- Coordinate quality assurance/quality improvement efforts.
- Report at least monthly on activities to the President and Vice President.
- Report at least monthly to the full Advocacy Council.
- Coordinate with the Advocacy Council in all their work.
- Follow-up on the progress of all committees and special projects.
- Periodically lead the membership in review/revision of the legislative bottom lines.
- Plan for future development of organization in alignment with mission and vision.

The OMC Executive Director must:

- Have experience in organizing related to maternity care, birth, and/or midwifery.
- Have lobbying or political advocacy experience.
- Fully understand the legislative process in Oregon.
- Be familiar with, and committed to, upholding OMC's legislative bottom lines.
- Be able to regularly attend meetings in Salem and in the Portland area.

Skills for Executive Director:

- Public speaking
- Lobbying or political organizing skills and experience
- Understanding of the Oregon legislative process
- Ability to look at big picture and details of each smaller issue or project
- Organization and time management
- Meeting facilitation skills
- Ability to work with people across differences
- Near daily availability
- Ability to stay grounded/calm in stressful situations
- Conflict resolution

General Networking

- It is a priority for OMC to network with other related professional organizations.
 - The Advocacy Council (especially the President and Vice President) along with the Executive Director will identify groups that are important to network with in regards to specific legislative or political issues as they arise.
 - The OMC currently cultivates relationships with the following organizations:
 - OHA/HLO and Board of Direct Entry Midwifery.
 - Oregon Chiropractic Association.
 - Oregon Association of Naturopathic Physicians.

- Oregon Nurses Association.
- Generally, the Advocacy Council seeks to develop relationships with individual hospitals, physicians and nurse-midwives.
 - OMC may sponsor meetings, social events, or training for networking and building understanding with and between these practitioners.
- OMC will cultivate relationships with state and local public health organizations. Our emphasis will be on promoting midwifery as a safe and cost-effective public health solution.
- As part of its networking, OMC maintains an active presence on the internet through its website and social media where organizations and individuals can find accurate, up-to-date contacts and other information about OMC.

Relationship with HLO and BDEM

It is a priority for OMC to have current and accurate information about all Health Licensing Office (HLO) Board of Direct-Entry Midwifery (BDEM) meetings and activity, therefore:

- The Executive Director or a member of the legislative committee or Advocacy Council will attend all major meetings of the BDEM and send minutes to the Advocacy Council and members of OMC.
- The President of OMC or the Executive Director will meet in person or by phone with the director of OHA at least once a year.
- OMC will respond promptly to any concerns that midwives are being investigated improperly.
- The President, Vice President, or Executive Director will give written or oral testimony at any hearing about rule changes relevant to members of OMC.

ADVOCACY COUNCIL POSITIONS

All Positions

Responsibilities:

- All members of the Council are expected to attend all statewide meetings and advocacy council meetings unless there is a significant reason (i.e. attending a birth, family vacation, illness, etc)
 - If an Advocacy Council member is absent from a meeting they will prepare and send a report, in advance, if at all possible, and/or select a proxy with said report

- Check OMC Email addresses at a minimum of weekly

President

Capacity and Skills

- Public speaking
- Meeting facilitation
- Ability to stay grounded/calm in stressful situations
- Conflict resolution
- Availability to attend meetings in Eugene and in their own region
- Ability to track task lists and follow up on progress/completion between meetings
- Organization and follow through with the creation and communication of meeting agendas, strategic planning and the resultant time-lined tasks
- Availability for immediate action when public or political concerns arise
- Partnering and guiding the Executive Director
- Guiding the OMC with the input of all Ad Council Members
- Ability to contribute effectively to the OMC's newsletter, Birthing

Responsibilities:

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Advocacy Council, supervise and control the affairs of the corporation and the activities of the officers. She or he shall perform all duties incident to their office and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be prescribed by the Advocacy Council. Unless another person is specifically appointed to do so, the President shall preside at all meetings of the Advocacy Council. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, they shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may be authorized by the Advocacy Council. The President shall be responsible for:

- Calling, coordinating and presiding over all Oregon Midwifery Council meetings;
- Coordinating implementation of the Bylaws, policies and other decisions made by the Oregon Midwifery Council or other officers;
- Monitoring committees to track progress;
- Coordinating with the Regional Representatives on public relations and publicity events to promote midwifery and homebirth;
- Serving as Oregon Midwifery Council spokesperson, including as an information resource;
- Coordinate with Legislative Coordinator/Executive Director during legislative sessions and other times deemed necessary;
- Serving as liaison with other agencies, including the Oregon Health Licensing Agency, and

- Performing other duties assigned by the Advocacy Council.

Vice President

Capacity and Skills

- Availability for task delegation from OMC President
- Meeting facilitation if needed
- Ability to stay grounded/calm in stressful situations

Responsibilities

- Assist President as needed
- Orient new Advocacy Council officers after they have been appointed
- In close contact with Director about legislative and regulatory issues
- Serve as alternate for Director at hearing and meetings with outside organizations and regulatory bodies
- Maintain communication with committees
- Track and follow up on committee work and special projects
- General coordinator of OMC volunteers (others may coordinate for specific projects)
- Oversees CEU coordinator
- Meets with President and Executive director monthly
- Availability to attend meetings in Eugene and in their own region
- Ability to attend board meetings
- Attend statewide and advocacy council meetings (3 regular statewide meetings a year, 3 advocacy council meetings)
- Facilitate statewide and advocacy council meetings when president is unavailable
- Attend external meetings with executive director

Regional Representatives

Selection/Terms

- Regional Representatives are elected by their region every 2 years. They may be re-elected for as many terms as is agreeable to their region. Terms shall begin at the September statewide meeting, unless a vacancy occurs during the term.

Capacity and Skills

- Solid organizational skills
- Timely response to email communication on a regular basis
- Ability to facilitate regional business meetings/peer review (or find facilitator for peer review)

- Good listening/communication skills, in order to relay info between region and Advocacy Council
- Reliability in attending, regional, statewide, and Advocacy Council meetings
- Ability to understand, integrate, and share with region relevant information from meetings and Advocacy Council communication
- Knowledge of the regional resources for midwives (labs, consults, ultrasounds, CPR/NRP renewals, etc.)
- Non-competitive attitude, non-territorial, supportive of other midwives in the region and desire to see their businesses grow
- Some additional availability to attend meetings with Executive Director or to take on tasks
- Comfortable participating in meetings with external partners (i.e. hospital-based providers)

Responsibilities to the Region:

- Maintain updated contact information for all participants (whether OMC members or not) in their region. May coordinate with Secretary about contact information
- Communicate all pertinent information to the members of their region regarding statewide meetings, legislative issues, fundraisers, etc in the most effective way (usually by email).
- Facilitate regional OMC business meetings.
- Schedule peer reviews and business meetings
- Oversee all regional committees.
- Focus on plans to raise funds for OMC (total needed in each region is to be determined by the Treasurer and the Advocacy Council). Help with organization of workshops and conferences.
- Encourage increased and renewed membership.
- Take attendance at business meetings and report names to the OMC Secretary to maintain accurate voting eligibility (timing and route of communicating with the Secretary is based on needs/request).
- Attend meetings with executive director (for example with hospitals for transfer improvement)
- Connect with local organizations serving birthing people and families, particularly those serving Black, Indigenous, and People of Color (eg, NAYA, Healthy Birth Initiative, ...)
- Submit a summary of regional activities to the Communications Coordinator 3 times a year for the OMC newsletter.
- Participate in regional quality improvement activities such as transfer improvement meetings and case reviews
- Represent region in Advocacy Council meetings

Responsibilities to the Advocacy Council:

- Attend all scheduled regional and statewide meetings, including Advocacy Council and special meetings as they are needed. There are 3 regular statewide meetings a year, 3 advocacy council meetings, and typically 3-4 regional meetings as decided by each region (see timing section below). If unable to attend, the Regional Representative must send a proxy who is informed on the contents/reports for that meeting or provide a report prior to the meeting in question.
- Keep a record of attendance of all regional meetings and submit those records to the OMC Secretary. Attendance at regional meetings contributes to member voting status.
- Be prepared to report on the activities of the region at each Advocacy Council meeting.
- Follow through on all agreed upon tasks which are listed in the minutes for each meeting.

Timing, Scheduling and Logistics of Business Meetings:

- Meeting dates should be scheduled in September for the upcoming year.
- Regional business meetings are held quarterly or more often depending on the needs of the region. Bylaws require meetings at least twice a year (Article 5 section 6(B)c). Most regions are currently meeting 3-4 times per year
 - It can be optimal that there are three meetings scheduled just prior to the statewide OMC meetings in September, January, and May to enable the Regional Representative to gather information/opinions/desires/concerns of her region. This information makes it possible for them to represent the positions of her region.
- The site of regional meetings will be decided by the regional participants.

Regional Business Meetings:

- Regional meetings will include updates on current committee work, legislative information, fundraising projects and financial updates, meeting schedules, nominations for OMC Advocacy Council positions and any other pertinent information for that region or the state.
- The meeting will be facilitated by the Regional Representative.
- Attendance will be taken at the meeting, both of members and non-members. Reps will share attendance lists with OMC Secretary quarterly, or as agreed upon.
- Committee chairs and those with assigned tasks will be asked to give a report regarding any updates since the last meeting.
- Someone will be asked to take notes of the contents of the meeting. These are for the region's records and need not be submitted to the Advocacy Council.

- Each region will design a process by which these notes will be preserved by the Representative (usually electronically and in paper form) and sent to the whole region so as to keep everyone informed, whether present or not. This will occur within 2 weeks of the meeting.
- A reminder of the scheduled meeting will be sent 2 weeks prior to the meeting and will include the location and the agenda, while soliciting other potential agenda items.

Responsibilities for Peer Review:

- Either facilitate, or secure a rotating facilitator, for peer review so as to create ease, consistency, and efficiency within the parameters of the group's agreements and timekeeping. These peer review agreements are determined by each region.
- Facilitate discussion on the current format used for peer review in her region regarding; who participates, timing, frequency and location of meetings, agreements for how cases are reported and how the group responds.
 - Update any changes in format and have these agreements in writing and kept in a peer review binder along with HLO peer review reporting forms, OMC peer review CEU forms, confidentiality agreement (signed by participants), and any other pertinent forms for peer review. (Sample peer review CEU form and state form can be found in [appendix](#)).
 - A confidentiality agreement should be created by each region. All participants must sign the confidentiality agreement to attend peer review. The confidentiality agreement need only be signed once by each person, not at each peer review, until and unless that agreement is changed.
- Attendance at peer review is optional by region, except as required by statute or rule. Recent ORS changes for LDMs provides for legal protection for peer review, however this has yet to be tested in court.

Provision of Information between Regional Representatives:

- The Regional Representative will be given access to a Google Drive folder containing: all organizational documents, the policies and procedures of the Oregon Midwifery Council, the current Advocacy Council list, statewide and applicable regional meeting agendas and minutes, and copies of the most recent 2 years of the newsletter, *Birthing*. Access to the folder will be passed to the next Regional Representative and an orientation of its contents will be held between the old and new Representative.

Communications

Capacity and Skills

- Regularly able to respond to emails, and to forward emails from the website to the correct people if not them
- Comfortable with website management, including limited HTML skills
- Ability to calendar timelines for newsletter 3x/year, and complete task without outside reminders
- Design and production skills for newsletter compilation, and possibly drafting of articles
- Competency in social media skills

Responsibilities

- *Birthing* (the newsletter of the Oregon Midwifery Council)
 - Gather information, articles, quotes, legislative updates, CEU opportunities, notice of upcoming meetings, and other relevant items that the statewide midwives and midwifery supporters would find relevant.
 - Deadlines for material submission will be two weeks prior to printing date.
 - Create and edit this newsletter 3 times a year (optimally between the OMC statewide meetings).
 - Send a draft out to other Council members with at least a week's notice to review and give feedback; give the Council a clear deadline for response.
 - Make those recommended edits.
 - Send each issue of *Birthing*, via email. .
 - Coordinate with the OMC Secretary or Treasurer to get an updated list of members' email addresses.
- Website (www.oregonmidwiferyCouncil.com)
 - Manage, or oversee management of, the website content, keeping all continuing education and meeting info up-to-date.
 - Coordinate volunteers who help keep the website up-to-date. See Advocacy Council contact list for current website editor contact information.
 - Together with the Secretary and/or Treasurer keep a list of midwives on the website up-to-date. This includes removing practices/midwives who do not maintain their membership.
 - Together with the Secretary and/or Treasurer keep the list of names and Advocacy Council contact info up-to-date.
 - Periodically review the entire website to check if information is up-to-date, to check for any problems in appearance and function, and to review it for ways it could become more engaging and useful to midwives and the public.
- Facebook/Instagram

- Maintain up-to-date information about OMC on the page.
 - Create and post an event for all OMC meetings and Board meetings.
 - Post information on current events in midwifery and opportunities for public comment during rulemaking and legislative process.
- Public Relations
 - Over time, the Communications Coordinator may work with the President or other members of a PR committee to develop a public image and/or PR campaign to raise awareness of the mission of OMC
 - Per the Bylaws, Regional Representatives will maintain regional members' contact information for communication dissemination. Secretary also provides Reps with up-to-date OMC member database lists.

Treasurer

Capacity and Skills

- Organized
- Understanding of basic accounting & spreadsheets
- Ability to use Quickbooks software
- Understanding of budgeting and how to make a budget
- Timely review and response to emails

Responsibilities

- Assumption of office: When a new Treasurer takes office (or the Treasurer moves), the following will need to happen:
 - OMC official mailing should change to the Treasurer's home address or a PO Box close to the new Treasurer's home. Current address is located, and changes noted on, the Bylaws. Places to update address, include:
 - Oregon Business Registry (Secretary of State)
 - Oregon Government Ethics Commission
 - Oregon Employment Department
 - OnPoint Credit Union
 - PayPal
 - Quickbooks Payroll account
 - OMC website
 - IRS (can be done with the annual tax filing)
 - Worker's Compensation Insurance (currently SAIF Corporation)
 - Square account
 - Order checks with the new address and deposit slips as needed.
 - Treasurer will need to get all files (paper and electronic) from the previous Treasurer

- Securely maintain passwords, checkbook, and files
- At OMC meetings be prepared to receive payments, including payments via Square or Paypal (swiping credit cards)
- Get the mail regularly
- Accounts Receivable
- Accounts Payable
- Payroll
- OMC Financial Reports – the following reports need to be prepared to present at all regular OMC statewide meetings. Reports may also be requested for teleconferences, executive sessions, and special meetings. It is optimal for these reports to be sent to the Secretary prior to the meeting for accurate inclusion in the minutes
 - Account balance
 - Profit & Loss
 - Budget
 - Regional fundraising summary and fundraising goals
- Budget
 - With the assistance of a budget committee or the Advocacy Council, the Treasurer should prepare the budget prior to the beginning of the fiscal year, which should include projections for expenses and income. Current fiscal year is January to December.
 - Budget must be discussed and approved by the Advocacy Council prior to the beginning of the fiscal year.
- Government filings
 - Oregon Government Ethics Committee - Send reports to State regarding legislative activity.
 - Federal Income Tax Filing of 990N by May 15th
 - IRS 1099-Misc Forms for persons or organizations paid more than \$600.
 - Oregon Secretary of State Filing-yearly
- Miscellaneous
 - Continuing Education Units (CEUs)-coordinate with Event organizers and CEU Coordinator to manage payments for CEU's.
 - Keepsake Footprint Certificates – work with Certificate Coordinator to ensure OMC gets paid for orders.

Secretary

Capacity and Skills

- Organized
- Near daily availability
- Good recall
- Attention to detail

- Forward thinking
- Timely

Responsibilities:

- Correspondence
 - Respond to all correspondence that requires a response. Optimal to respond within 1 week, or less if the item is time sensitive. Confer with appropriate Council members or the entire group prior to response when necessary.
- Organizational Documents
 - When the Mission Statement is revised (assess and review every four years), the OMC Secretary will notify the State of Oregon and the Internal Revenue Service of said changes.
 - Make available current copies of organizational documents to all Council officers at the beginning of their term and to the general membership when requested. Coordinate with the Communications Coordinator to post these documents on the website.
- Bylaws
 - Keep a hard copy and electronic copy of current Bylaws revision and historical versions as available. Copies will be kept in a notebook in a secure location. These archives shall be passed to successors in a timely manner.
 - Review annually and make suggestions for revision to the President and Advocacy Council.
 - Keep a running journal of suggested changes throughout the year as it comes up in discussion.
 - Participate in a committee to create revisions as this process becomes necessary.
 - Proposed changes shall be approved in concurrence with Article 11 of the Bylaws.
 - Changes can be approved in conjunction with the Advocacy Council election process.
- Meeting minutes
 - Keep minutes of all regular, special, executive session and electronic meetings held by the Advocacy Council.
 - Minutes should include: the time and place of the meeting; whether regular, executive session, electronic meeting or special; names of those in attendance or sign-in sheet (whichever is most appropriate), how meeting was called and how notice was given, e.g. by email; the names of those present and absent/represented at the meetings; and a clear and fairly detailed description of the proceedings, including any committees that may be formed.

- Note: It is important to represent opinion as such, and only to capture information that is pertinent to the business of OMC. Sometimes discussion should be summarized rather than captured in detail, due to the personal nature of topics discussed, i.e. client, practice, or personal details that should be held in confidence and not part of a public record.
- Submit a DRAFT of minutes to Advocacy Council by email within two weeks of the meeting date.
 - Request that the Council responds with corrections or additions within one week of submission. Suggested corrections and additions should be submitted to the entire Council for discussion and approval.
 - Final draft with delineated changes is then resubmitted within one week to the entire Council for final approval.
- Final minutes can then be distributed by Representatives to their region.
- Keep electronic backup of all minutes, including attendance records, in a notebook, in a secure place. Minute archives shall be kept in perpetuity.
- Membership: Secretary, coordinating with the Treasurer and Membership Manager, is responsible for maintaining membership list and information. See separate Membership section for details.
- Elections: Secretary is responsible for conducting Advocacy Council elections, with assistance when the Secretary is a candidate. See Elections section for details.
- OMC Email and Calendar
 - Maintain list of permanent Council Gmail email addresses and passwords including access instructions for all Advocacy Council officers.
 - Consider maintaining an associated Gmail calendar with regular, executive session, electronic meeting and special meeting dates and times. May also include committee meeting dates, Midwifery Board meeting/committee dates, other associated events, e.g. fundraisers, outreach events. Coordinate with information on website.
 - Create instructions for how Advocacy Council members are to logon and use specific email accounts and calendar. This will be disseminated to Council members within two weeks of election or appointment to office.
- Council Member Folder
 - Create, with input from Advocacy Council, notebooks for each Council member. Include:
 - Current copy of organizational documents: Mission and Vision statements, Bylaws, and goals.
 - Contact information of all Council members.
 - Current copy of OMC Policies and Procedures.
 - Instructions on how to use OMC email.

- Documents will be maintained and updated in the Google Drive folder for each Advocacy Council officer position.
- Upon appointment to position, each officer will be oriented to their drive folder
- Outgoing officers will no longer be given access to Drive folder

ELECTIONS PROCESS

Relative Bylaws

- Election process is the responsibility of the Secretary, except where otherwise noted. The Secretary may request the formation of a committee to assist in the process. (Article 5 section 6(A)c(10))
- Conduct elections of appropriate Council At-Large positions each year, to be completed prior to the September meeting, which is the beginning of each new two-year term. (Article 5 section 7 and 8).
 - Even numbered years – President, Secretary, Communications Coordinator, Portland Rep, and Eugene Rep are elected for a two-year term.
 - Odd numbered years – Vice President, Treasurer, Central Rep, MidValley Rep, and Southern Rep are elected for a two-year term.

Timeline and Balloting

- Election timeline dates may be adjusted slightly to avoid Sunday and holiday deadlines.
 - June 30 –
 - Send an email to the OMC membership requesting nominations for appropriate offices in the upcoming election. Response deadline is July 15.
 - Send current membership lists to regional Reps for verification of voting status.
 - July 15 –
 - The Secretary will contact each nominee to confirm willingness to run, and secure a short bio to use for the election ballot. If appropriate and timely, bios and election timeline could be published in the OMC newsletter prior to election. Coordinate this with the Communications Coordinator.
 - Voting member eligibility deadline; Reps need to send meeting attendance to the Secretary to assist in eligibility verification.
 - August 1 –

- The Secretary will create the ballot in emailable software or online survey software. Sample ballot included in appendix.
 - Ballot dispersal: send email to eligible voting members; mail ballot to voting members who do not have email access. Include voting instructions with email: submission deadline by email and postal service, instructions for anonymity. Balloting can also occur through an online survey software.
- August 15 –
 - Deadline for ballot submission to omcsecretary@gmail.com by email or through online software used; In case of a tie, the process must be repeated within 30 days.
- Anonymous voting – In order to preserve the anonymity of the voter with mailed/emailed balloting and keep a record of who votes:
 - Keep a list of the current eligible voting members to whom a ballot is sent
 - As completed ballots are returned mark off ballot receipt on voting member list (name from email)
- Ballot counting – collect all submitted ballots. Count the total number of ballots and the total number of votes per candidate. The Secretary can elicit help from the Advocacy Council if necessary to complete the count. It is optimal to have a second person verify the count, particularly if the Secretary is a candidate. This assistance can come from a non-Council member. Online software provides an automatic tally analysis.
 - Ballots should be kept for a year.
 - Election vote summaries should be kept a minimum of seven years.

Results and Follow-up

- Election results
 - Email Advocacy Council with election results within 48 hours of final count.
 - If a tie occurs, Council will verify the timeline for a runoff ballot.
 - Council members will reply to election results within 48 hours; specify expected response date.
 - Secretary will notify candidates of election results, preferably by **phone**.
 - Once all new officers are contacted, the Secretary will notify the entire membership of results.
 - Results notification should be complete within one week of ballot submission deadline, i.e. August 22. Notification should be by email and also be published in the newsletter.
- New officers will be provided access to an Advocacy Council electronic folder at or prior to the September meeting that begins their term. Content will include, but is not limited to:
 - Current copy of organizational documents

- Current copy of Bylaws
- Contact information of all current Council members.
- Current copy of OMC Policies and Procedures.
- Instructions on how to access the appropriate OMC email account.

Vacancies

- Advocacy Council shall appoint officer replacements if vacancies occur during the officer's term (Article 5 section 10). The appointment will be for the remainder of the current term of office.
 - The Secretary shall send an email to the membership requesting interested persons contact omcsecretary@gmail.com and include a 1-2 week contact deadline. Interested persons must meet bylaw eligibility criteria and submit a brief bio.
 - Advocacy Council members will discuss potential candidates by email or in person, as appropriate and timely, and select an appointee by a majority vote. Discussion and appointment should take no more than 1-2 weeks.
 - If there are no candidates available, the Advocacy Council may personally solicit candidates for the vacant position.

MEETINGS

Statewide OMC meetings

- Statewide OMC meetings are held in Eugene or online three times each calendar year.
 - Meetings are held in January, May, and September, typically the third Friday of the month.
 - Each year of meetings is scheduled in September.
 - Meeting space is organized by the Eugene Representative (for in person meetings)
 - Statewide meetings dates will be recorded in meeting minutes, announced on the OMC website, by the Secretary, and by Regional Representatives to their region.
 - A reminder email will be sent at least a week beforehand by the Secretary to the statewide membership and to each region (via the Regional Representatives).
 - Eugene midwives provide lunch for midwives traveling from other parts of the state, in lieu of their own travel expenses.

- Statewide meetings are currently from 10:00 am to 3:00 pm in person, or 9am to noon for virtual meetings, and may be changed as needed by the Advocacy Council.
 - Statewide meetings may have a CEU component in the morning and meeting in the afternoon or may be all-day meetings depending on the business that needs to be covered in the meeting and the need for CEUs in the community.
- The President facilitates state OMC meetings unless other facilitation is arranged.
 - If the President is unable to attend, the Vice President facilitates meetings.
 - In special circumstances, for instance if conflict resolution is needed, OMC may bring in an outside facilitator for the meeting.
 - Outside facilitators will be briefed about basic history, concerns, and politics of the midwifery community before the meeting, so they can be more effective.
- Meeting agenda
 - The President will compile agenda items and first send them to the Ad Council two (2) weeks prior to the meeting for review, and then to the entire membership within a week of the meeting.
 - Regional Representatives may bring agenda items from their region to statewide meetings.
 - Individual members may add agenda items for statewide meetings through their Regional Representative or by communicating directly with the President or Vice President.
 - Each statewide meeting will include at least the following agenda items:
 - Regional reports
 - Legislative report
 - Executive Directors report
 - At least yearly:
 - Treasurer Report (Budget)
 - Membership Report
 - The Secretary will bring an attendance sheet to each meeting on which members present will sign in, or otherwise record attendance.
- Meeting minutes (see also Secretary section)
 - The Secretary will take minutes at each meeting and send them by email to the Advocacy Council for approval within two weeks of the meeting. Revision suggestions will be sent to all Council members for discussion and approval.
 - Once minutes have been approved, the Secretary will send the final version to the Council members.
 - The minutes final version will be disseminated to the regions by the Secretary

- The following agreements for behavior at meetings are used:
 - Phones will be put on vibrate or silenced and answered in a private location outside of the meeting area.
 - It is the responsibility of anyone who may be late, cannot attend, or anyone who has to step out of the meeting, to find out what they missed at a break or after the meeting.
 - Adhere, to the best of one's ability, to the following communication agreements:
 - One person will speak at a time.
 - Each member will speak only for themselves (aside from regional Reps reporting on the voices in their region).
 - Each person will bring a commitment to hearing the other members.
 - All members will speak with respect, using emotional honesty.
 - Each member will avoid side conversations within hearing distance of the group.
 - Each voice is welcome and opportunity will be provided to hear from each member.

Advocacy Council Meetings

- The Council currently meets (without the membership present) at least three times each year in between each statewide meeting.
- These gatherings are work sessions to discuss and plan the current work of the Council, e.g. legislation issues, CEU workshop planning, etc. These sessions will transpire at an agreed upon location or can be held online. These session dates are decided upon at the discretion of the Advocacy Council. They are held approximately during November, March, and July.
- Advocacy Council Meetings will be scheduled at least a month in advance whenever possible so that officers of the Council can schedule around these sessions.
- Meetings that will be online will be set up by the President.
 - Working agreements for electronic meetings:
 - Come to the call with the intention of reaching understanding.
 - Share airtime.
 - Make sure everyone has the opportunity to speak.
 - Stay on topic.
 - Manage interruptions and distractions; use the mute option if needed.
 - Listen for understanding.
 - Honor confidentiality.

Regional Meetings

- The schedule of regional meetings is determined by each region.
- The Regional Representative in each region will keep a record of attendance at each meeting and regularly submit attendance to the Secretary so that voting eligibility is accurate and current.
- Please see [Regional Representatives](#) section for further details.

Additional Meetings

- Special Meetings – The Advocacy Council may arrange for special in-person or electronic meetings as needed. (Article 6 section 3)
- Committee or Work Group Meetings
 - Committee or work group meetings may be organized for any specific work project (i.e. fundraising, social events, lobby day)
 - These meetings will be organized by the chair of the committee or work group. Vice President will attend or be notified of committee or work group meetings.
 - Meeting summary and action items will be sent to Vice President in a timely manner after committee or work group meetings.
 - The Vice President will follow-up with the chair of the committee or work group in a timely manner whenever work is being done by committee.

VOLUNTEER COORDINATION

Continuing Education Committee

Continuing Education (CE) is a formal, planned and measurable learning experience to obtain ongoing professional development and training. CE is intended to go beyond the basic skills and knowledge already obtained through basic professional midwifery education.

CEU Coordinator duties

- This position falls under the Vice President overseeing responsibilities.
 - Current coordinator will be listed on the Advocacy Council contact information list
- Fairly review all applications in a timely manner using MEAC and Oregon Licensing criteria and guidelines.

- Once an application has been approved, CEU coordinator will send sign-in sheet, evaluation forms and CEU certificates to the event coordinator. Sample forms are included in the appendix.
- CEU certificates for multi-speaker events should list out each speaker and topic to meet CPM renewal standards.
- CEU records must be kept for seven years.

Event Coordinator

- Any person, organization or business can apply for CEUs through the OMC CEU coordinator.
- Submit application to CEU Coordinator at least four (4) weeks prior to workshop/conference. This will include presenter credentials, learning objectives, time/dates/location information. Sample application can be found in the appendix.
- Handle all affairs pertaining to meeting location.
- Provide sign-in sheet for attendees to give appropriate contact info and CEU status.
- Supply workshop/presenter evaluations to attendees and send completed evaluations to CEU Coordinator.
- Quantify approximate number of CEU forms needed. Return unused CEU Forms.
- Collect and send money from the workshop to the OMC Treasurer.
- Disperse CEU certificates to participants paying for CEUs.

CEU/Workshop Fees

- Any OMC member can participate in a workshop for free at the Statewide Meetings. CEUs at the Statewide Meeting are free for members and cost \$10 for non-members.
- At all other events, there is a \$10 dollar fee to receive a CEU certificate regardless of the amount of CEUs granted.
 - CEU sessions in partnership with an OMC regional conference/workshop will be subject to any additional fees associated with that conference/workshop. A \$10 fee from each participant will be added. All CEU fees are given to the OMC Treasurer.
 - Any business that has been granted CEU status through OMC for a particular workshop or seminar may have a varying per-person fee for that workshop. The \$10 CEU fee will be included in the per-person charge and will be paid directly to OMC.
 - The presenter or organizer is responsible for collecting payment for the class and CEUs together and then paying the total CEU fee to OMC.

Contact hour calculation

- 1 hour of instruction = 1 CEU

Education Approval Criteria

- [MEAC qualifications](#). (see appendix)
- Extend beyond basic (entry level) midwifery education.
- Demonstrate learning and skills.
- Be associated with current (the last 5 years) references or research.
- State licensing topics and requirements.
- See State guidelines, [OAR 332-020-00010](#) for the right to obtain and maintain proof of continuing education
- Not all workshops will qualify for appropriate state licensing requirements.
- Check with State Licensing Division
- The OMC CEU application form will include, but is not limited to the following:
 - Has your midwifery, nursing, or medical license been revoked or suspended in this or any other state or jurisdiction? If so, please give the date and a brief summary of the reason for the suspension or revocation.
 - Please describe how this class or workshop meets the requirement of being beyond entry-level midwifery education. How is this workshop useful to the experienced practicing midwife?
- A CEU application from an instructor whose license has been revoked or suspended, or from an instructor who is in a quality assurance concern process with OMC, must be reviewed by at least 3 members of the advocacy council who will then decide whether the CEU application will be approved.
- The advocacy council must review and approve the speakers for OMC continuing education conferences before the conference is finalized or publicized. Conference organizers will provide a list of proposed presenters to the OMC CEU coordinator for review. The CEU coordinator will share the list with the Vice President, Regional Representative (and other members of the Advocacy Council as needed). This is meant as a basic check and balance so that the advocacy council can catch known issues and is not intended to require the advocacy council to research each presenter. The advocacy council may choose not to include a speaker at a conference if there are concerns of bias, lack of professionalism, conflict with the values and mission of OMC, or quality assurance concerns (including license suspension or revocation or current safety concerns).

Legislative Committee

Overview

The Executive Director/Lobbyist will:

- Facilitate the periodic review of OMC's Legislative Bottom Lines. Those are:
 - Autonomous LDEM Board
 - No restriction in scope of practice.
 - LDM majority on the Board
 - Autonomous practice – no gatekeeping or supervision
- Familiarize themselves with the political process in Oregon through work with the previous Executive Director and President. They/She must understand how the branches of the Oregon Government function including the executive and legislative branches and the process of how laws are created.
- Educate the OMC members and the members of the Legislative Committee about their role in taking action to influence the outcome of all legislation affecting midwifery practice.
- Develop, and update, as needed, a brief guide to understanding and working with the legislative process.
- Testify or submit written testimony at hearings on relevant bills and issues.
- Participate in relevant work groups or committees.

Legislative Committee and Volunteers

The President and the Executive Director work closely to create direction and action plans for the legislative committee. The Executive Director supervises and works with the legislative committee and volunteers on the following tasks:

- Research the current issues pending for the upcoming session. These may include laws and issues facing other boards, prescription laws, midwifery laws in other states, the financial impact of different courses of care, costs of hospital births, ultrasounds, data of studies, and analyzing the data, etc.
- Create, and revise as needed, information sheets for educating the legislators and the public. These information sheets are to be concise and precise. They are to be visually appealing and very clear. There should be one sheet each on the following four topics:
 - General information about midwives and midwifery in Oregon
 - Safety of midwifery care and community birth
 - Financial impact of midwives and community birth
 - Annotated bibliography about midwives and community birth
- Create information sheets, e-mails, social networking posts, and initiate phone-tree calls regarding pending legislation for urgent communication outreach to midwifery action groups in the state

Coordinate with Secretary and Communications Coordinator as Needed

- The Executive Director will coordinate with the OMC Secretary and Communications Coordinator as necessary for outreach to the members of OMC and midwifery supporters.
- This includes creating a system including email networks, newsletter communication, and regular mail/postcards as needed. This system will be used as a secure networking tool for regular updates about legislation and upcoming actions.

Lobby Day/ Public Events/ Contacting Legislators at the Capitol

- The Executive Director with the legislative committee, will organize a lobby day at least every other year during the long session. We will provide a meeting location with a bathroom, snacks and an information packet including talking points and support about talking to the legislators. This location may be the home of a Salem OMC member. The purpose of this event is to mobilize the available supporters to come to the Capitol, coordinate matching t-shirts with a slogan in support of midwifery, possibly practice talking points, and organize a group rally.
- Lobby Day may also be organized for virtual participation
- Local public events can be organized as needed to get information about midwifery and the law out to local regions in Oregon, and raise funds in support of our legislative agenda.
- The Executive Director will support each region in organizing meet-and-greet packets for their local midwifery supporters to assist with contacting the senator and Representative for their district.

Midwifery Law/ Legislative Session

- The Executive Director will stay abreast of laws affecting midwifery practice. TheyShe will work with the President to lead the discussions with the Advocacy Council about the legislative bottom lines. TheyShe will keep in mind the objectives of the OMC regarding the legislative bottom lines and the goals of the OMC for the current and upcoming legislative sessions. TheyShe will work to communicate our legislative bottom lines to relevant legislators.
- The Executive DirectorShe and the President will oversee the review of all legislation proposed in the legislature that may impact midwifery practice and all rule changes proposed by the licensing board or HLO. This review may be done by the Executive Director, a committee member, and/or the OMC President.
- During the legislative session, the Executive Director will organize face-to-face visits to key legislators for the purpose of discussing and providing educational materials about the safety, public health benefits and financial impact of

midwifery in Oregon. This will involve being present in Salem at least 3-4 times during the legislative session.

- The Executive Director will attend hearings with the OMC President as needed to testify for OMC. When a bill is sponsored by a legislator, the legislator sends the bill to the committee responsible for the issue. At this hearing people talk about the pros and cons of a bill. The Executive Director and the President will be present and prepared to answer questions the members may ask about midwifery and community birth. They will provide material to substantiate what they are testifying about.

Keepsake Birth Certificate Coordinator

- Cascade and Radiant Belly both contact the coordinator when they are almost out of certificates
- Coordinator emails an order to FedEx, collects them when ready and delivers them to Cascade or Radiant Belly.
 - Order is paid for with an OMC card, receipt submitted to the Treasurer
 - Invoices are then submitted by the Treasurer to Radiant Belly/Cascade
- Digital file can be found in the appendix

Membership Manager

Working with the oversight of the Secretary and in coordination with the Treasurer, this volunteer works to ensure membership dues and contact information are up to date.

Skills

- Comfortable with spreadsheets and email
- Solid attention to detail

Responsibilities

- Send reminders about upcoming membership due dates
- Send notices of expired membership
- Send welcome notices to new members
- Send thank you's to renewing members
- Update database with membership dates and other info
- Update regional and statewide mailing lists as necessary

QUALITY IMPROVEMENT PROGRAM

Peer Review

From the [OMC Peer Review Charter](#)

Purpose

Peer review is the foundation of midwifery quality improvement in Oregon. Midwives attending home and birth center births in Oregon participate in peer review to receive feedback from peer midwives about the care we have given in order to improve care and to engage in ongoing learning as individual midwives and as a community.

The Oregon Midwifery Council holds regular regional peer review meetings and also provides individual case review for sentinel events and complex cases in order to:

- Improve outcomes and experience of care for midwifery clients
- Identify system level issues impacting client care
- Identify areas where continuing education is needed
- Improve the process of hospital transfer
- Support ongoing learning and growth for midwives

Structure

Each OMC region holds a regular peer review meeting at least two times per year during which multiple cases are reviewed by the midwives present. Midwives outside of those regions are welcome to attend any regional meeting that works for them or contact OMC to organize a local or online peer review. Regular peer review meetings are open to midwives attending community births and students in apprenticeship accompanied by a preceptor.

Focused, individual case reviews are provided at the regional level or by the OMC Quality Improvement Workgroup as needed. Case review is used for sentinel events or when there is a request from a midwife, receiving hospital provider, client, or community member. Joint midwife and hospital staff case review is a best practice for sentinel events involving a hospital transfer and the OMC Quality Improvement Workgroup will facilitate a joint review in addition to the internal review whenever possible.

Peer review at the regional peer review meeting or during the case review process is confidential. No person who participates in the review may disclose any information acquired in the review, nor may any record of the review be released to any person. More information about the confidentiality of peer review in Oregon can be found in ORS 041.675.

Process

The OMC Regional Representative of each region is responsible for scheduling and facilitating (or arranging facilitation for) a regional peer review meeting at least two times per year.

Midwives themselves are responsible for scheduling a case review when there has been a sentinel event and may contact their regional representative or the OMC Quality Improvement Workgroup to arrange this or may schedule the review privately with midwives who meet the criteria for case review. The OMC Quality Improvement Workgroup will contact a midwife to arrange a case review when the request is part of an OMC concern process due to a complaint from another provider or community member.

At regular regional peer review meetings and at case reviews, the reviewers are responsible for providing feedback about midwifery care and may make individual recommendations for changes in practice and specific continuing education and system level recommendations to be brought back to OMC and the midwifery community for improving care for future midwifery clients.

OMC Guidelines for Peer Review and Case Review

Confidentiality

- All OMC peer review is confidential. No person who participates in the review may disclose any information acquired in the review, nor may any record of the review be released to any person.

Regular Regional Peer Review

- Regional regular peer review meetings are for the purpose of ongoing quality improvement

- Midwives and student midwives in clinical training are expected to participate regularly by:
 - Presenting their own cases for review
 - Reviewing the cases of their peers
- Each midwife will prepare for peer review by:
 - Bringing the chart or a copy
 - Preparing an outline including timeline, key lab results, relevant health history, etc.
- Reviewers will be prepared to:
 - Maintain confidentiality
 - Listen with empathy to the midwife's experience
 - Give feedback on midwifery care and make recommendations as needed
 - Identify systems level problems that may need to be addressed

Case Review for Complex Cases & Sentinel Events

- A more structured case review is required in the following situations:
 - Maternal hospitalization for infection
 - Maternal hospitalization requiring blood transfusion
 - Uterine Rupture
 - Maternal or Neonatal Death
 - Neonate admitted to NICU within 72 hours (except for observation or anomaly)
 - Emergent transports
 - Midwife self-requests
 - Suggestion or complaint from community or another midwife
- An OMC trained case reviewer should be included when the review is part of a concern process

Case Review Guidelines

- Conduct review within 3 months of the incident
- Review is scheduled for 2 hours
- Review is done with at least 2 midwives who:
 - Are not part of the midwife's practice
 - Have attended at least 100 births as primary
- The midwife provides a full de-identified copy of the chart for each reviewing midwife

- The review includes:
 - Thorough chart review
 - Midwife narrates the sequence of events
 - Questions, comments, critiques and feedback from reviewers
 - Creation of a plan and written recommendations for the midwife if needed
- All copies of chart will be returned to Midwife

The Intention of Case Review

- Identify oversights/mistakes
- Improve Charting
- Identify systems level issues that need addressed
- Identify community standards
- Identify need for continuing education on specific topics

Continuing Education

Each 60 minutes of attendance of peer review will equal 1 CEU credit. Each 30 minutes of attendance will equal .5 CEU credit. No more than 5 CEU credits apply per reporting period. See appendix for sample forms.

SOCIALIZING

Purpose

OMC sponsored social gatherings are focused on education, fundraising and community events. The purpose is to create an informal opportunity to gather support and to bring awareness to our statewide organization, The Oregon Midwifery Council (OMC).

Oregon Midwifery Council Sponsored events

- All events that will be using the organization name, logo, or letter abbreviation (OMC) must be submitted to the Communications Coordinator to announce the date, location and purpose of the event for publication on the Oregon Midwifery Council website and in the *Birthing* newsletter.
- If the timing of an event does not allow for publication in the newsletter, a summary of the event should be written and submitted for the next publication in the *Birthing* newsletter to help keep our community informed of midwifery happenings.

- Any planned OMC community events shall be presented in the regional reports at the OMC statewide gatherings, either as a summary or as an announcement.
- Any group can be included in a public OMC event, including the general public, clients, peers, OMC members and all practicing midwives.
- The Oregon Midwifery Council Welcome Brochure should be made available at all events as an educational handout.

Summer Gathering

- An OMC Summer Gathering is encouraged annually. The purpose of this gathering is for midwives, assistants and students (& nursing babies) to relax and connect outside of a work-oriented environment. It is for personal connection and for creating community, not for business.
- A volunteer is chosen at the Fall Statewide OMC meeting to organize the summer gathering. Other volunteers can assist in organizing the details of this summer gathering.
- A date will be chosen at the Fall Statewide OMC meeting so midwives can plan, schedule & prepare for this summertime event.
- This gathering can be an overnight or one-day event, and may be held during a weekend. The event location should optimally provide for broad regional accessibility for all midwives and assistants or could alternate between the regions each year.
- If cell phone coverage is a concern, the gathering location must have incoming and outgoing telephone landline access for emergencies and client contact.
- The dates and location will be announced by the Winter Statewide OMC meeting.
- The details of the gathering will be made available by posting them in the Spring *Birthing* newsletter, via email announcement and will be posted on the Oregon Midwifery Council website.
- A summary of the gathering shall be written and included in the *Birthing* newsletter following the event.