State Government Artificial Intelligence Advisory Council Charter

Charter Authority	The State Government Artificial Intelligence Advisory Council ("Council") is established by Governor Kotek's Executive Order 23-26, *Establishing a State Government Artificial Intelligence Advisory Council*.
Purpose	The purpose of the Council is to recommend an action plan to guide awareness education, and usage of artificial intelligence in state government that aligns with the State's policies, goals, and values and supports public servants to deliver customer service more efficiently and effectively. The recommended action plan shall include concrete executive actions, policies, and investments needed to leverage artificial intelligence responsibly and accurately while honoring transparency, privacy, and diversity, equity, and inclusion.
Membership	The Council shall consist of no more than fifteen members. All members of the Council must have a commitment to data ethics and data equity. Appointed Chair: • Terrence Woods, State Chief Information Officer Appointees: • Kathryn Darnall Helms, State Chief Data Officer • Melinda Gross, Department of Administrative Services Cultural Change Officer • Vacant, Governor's Racial Justice Council • Daniel Bonham, Member of the Oregon State Senate • Daniel Nguyen, Member of the House of Representatives • Jesse Hyatt, Executive Branch Agency Representative • Andres Lopez, Member • Catie Theisen, Member • Hector Dominguez Aguirre, Member • Janice Lee, Member • Justus Eaglesmith, Member • Kimberly McCullough, Member • K S Venkatraman, Member • Saby Waraich, Member
Quorum and Decision Making	A quorum for the Council meetings shall consist of a majority of the appointed members. The Council shall strive to operate by consensus; however, the Council may approve measures and recommendations based on an affirmative vote of a majority of the quorum. Unapproved measures and recommendations that hold potential though exceed the current scope or capabilities may be documented in a section of the plan titled "Additional Considerations".
Meeting Schedule	The Council will meet regularly and as needed to accomplish its purpose, from March 19, 2024, through March 2025. Meetings will be conducted virtually.

Council Responsibilities	Council success is measured based on the completion of the two deliverables prescribed in Executive Order 23-26: • Within six months of convening, the Council shall provide a recommended framework to the Governor's Office. • Within 12 months of convening, the Council shall provide a final recommended action plan. The recommended action plan shall include concrete executive actions, policies, and investments needed to leverage artificial intelligence responsibly and accurately while honoring transparency, privacy, and diversity, equity, and inclusion. Recommendations for policy changes and investments should be made in order that awareness of artificial intelligence is promoted to support state employees with information needed for their decision making; and the State has clear usage policies that outline the acceptable use of artificial intelligence tools, providing transparency, uplifting diversity, equity, and inclusion, and protecting personally identifiable information and other sensitive information.

Council Approval Date   April 24, 2024