



Oregon

Theodore R. Kulongoski, Governor

Department of Consumer and Business Services

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Dear Interested Party,

Our records indicate that within the last year you have offered public comments at one or more of the Building Code Division's Advisory Board meetings. Because of your past participation in a board meeting, the Building Codes Division is sending you a copy of recently adopted administrative rules and advisory board bylaws.

These rules and bylaws establish standard procedures for seven advisory boards and include provisions for board meeting agendas, rules of order and a process for providing public comment at board meetings. Article IV of the bylaws provides guidelines for public participation at board meetings. These guidelines, located on pages 6-8 of the by-laws, include information concerning:

- Correct procedures for making public comments
- Agenda items upon which public comments may be offered
- Time limits for public comments
- Providing written documents with public comments
- Using display materials as part of public commentary
- Audio and video recording at board meetings

The division hopes that this information will be useful for your future participation in Advisory Board meetings.

Respectfully,

Twyla Knowles
Assistant Manager
Policy and Technical Services

