



**Guidelines for
Public Comments During Board Meetings**

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The Public Employees' Benefit Board (PEBB) wants to hear from members and to do its work effectively and efficiently. Please follow these guidelines for public comment during meetings.

Step One: Provide Notice. Complete this form and mail, fax or e-mail it to the address below at least one day prior to the date of the meeting.

I wish to present public comment at the PEBB meeting scheduled for _____

My full name: _____

My employer: _____

The topic of my comments: _____

I need the following special accommodations: _____

I have attached a copy of the written information I wish to present.

**Mail to: PEBB Public Comment, 1225 Ferry St. NE, Salem, OR 97301.
Fax to: (503) 373-1654. E-mail to: pebbpubliccomment@state.or.us**

Step Two: Attend the Meeting. Sign in on the sign-up sheet, and provide at least one copy of any written information you wish to submit. When called on by the Chairperson to give your comments:

- Introduce yourself and your topic; then address the Board
- Limit your comments to the specific topic.
- Try to take a maximum of five minutes.

The Board may or may not take action on the topic of your comments.

NOTE: Meetings of the Board address the PEBB program as a whole, not an individual member's benefits. The Board will not hear appeals about how your benefits are administered. If you have a specific concern about how PEBB administers your individual benefits, follow the PEBB appeal process.

**Thank you for providing your thoughts to your Board.
Hearing from members is important to us.**