

LCB's Public Meetings Law Grievance Process: For Addressing Complaints Against The Board, Board Members, Or Board Staff, Related To Alleged Violations Of The Public Meetings Law.

(1) Pursuant to OAR 199-050-0070 (Oregon Government Ethics Commission's Grievance Process rule) the Oregon Landscape Contractors Board (LCB) sets forth this process for submitting written Public Meetings Law grievances, against the Board, Board Members or Board Staff.

(2) As set forth in OAR 199-050-0070(2): The written grievance shall be submitted to the public body within 30 calendar days from the date of the meeting where the alleged violation occurred. The written grievance shall identify:

- (a) The governing body that allegedly violated the Public Meetings Law;
- (b) The date of the meeting where the alleged violation occurred;
- (c) The specific facts and circumstances that the person asserts amount to a violation of the Public Meetings Law;
- (d) The date of the grievance; and
- (e) The name and contact information of the person submitting the grievance.

(3) The LCB contact person, to whom a Public Meetings Law grievance against the Board, a Board Member, or Board Staff, must be provided is the LCB Administrator. Public Meetings Law Grievance letters may be:

- (a) mailed first class mail to the attention of the Executive Director at the following address: Administrator, Oregon Landscape Contractors Board, 2111 Front Street NE, Suite 2-101, Salem OR 97301.
- (b) emailed to the Administrator at: lcb.info@lcb.oregon.gov,
- (c) faxed to the attention of the Administrator at: 503-967-6298, or
- (d) hand delivered to the Administrator's attention during regular business hours (7:30 a.m. to 4:30 p.m.) to: Administrator, Oregon Landscape Contractors Board, 2111 Front Street NE, Suite 2-101, Salem OR 97301.

(4) Pursuant to OAR 199-050-0070(4), the Board shall within 21 calendar days of the receipt of the grievance provide, provide to the person who submitted the grievance, a written response in compliance with ORS 192.705(2).

(5) As required by ORS 192.705(3) and OAR 199-050-0070(5) the Board will, at the time it responds to the person who submitted the grievance, also submit a copy of the grievance and its response to the grievance to the Oregon Government Ethics Commission. The submission of the grievance and response to the Oregon Government Ethics Commission may be made by the Board by mail or by e-mail at the e-mail address identified on the Oregon Government Ethics Commission's website.

(6) The Board will, as needed to comply with the 21-day deadline for response to a Public Meetings Law grievance, schedule an emergency or special public board meeting to review and vote upon the proposed response.