

# PROVIDING COMMENTS AND INFORMATION TO THE BOARD OF FORESTRY

## **PUBLIC COMMENTS**

The Board of Forestry places great value on the public's role in the policy making process. The Board accepts oral and written comments on both agenda items and items not on the agenda; however, the Board cannot consider comments on a topic for which a public hearing has been held and/or the comment period has closed. If you want to provide information to the Board during a regularly scheduled meeting:

- For in-person meetings, sign in at the information table in the meeting room when you arrive. For virtual meetings, follow the sign up instructions provided in the meeting agenda.
- Provide written summaries of lengthy, detailed information.
- Remember that the value of your comments is in the substance, not length.
- For coordinated comments to the Board, endorse rather than repeat the testimony of others.
- To ensure the Board will have an opportunity to review and consider your testimony before the meeting, please submit by no later than 72 hours prior to the meeting date. If submitted after this window of time the testimony will be entered into the public record but may not be viewed by the Board until after the meeting.

Written comments provide a valuable reference for Board members and other members of the public. Written comments and supporting information can be submitted before or up to two weeks after the meeting. If you aren't planning on speaking before the Board in addition to submitting written comments, please try to provide us with your documents at least a few days prior to the meeting. This will give Board members time to review and consider your comments. Attending in-person, please bring one copy to hand to the Board Administrator and it will be included with the record.

### **To submit written comments to the Board:**

Email – [BoardofForestry@oregon.gov](mailto:BoardofForestry@oregon.gov)

Fax – (503) 945-7212 Attn: Board of Forestry

Mail – Oregon Board of Forestry, 2600 State St. Salem, OR 97310

If you're attending the meeting virtually, you are welcome to submit additional written comments to accompany your oral testimony to the Board, this text will be included in the official record of the meeting. Comments may be summarized, audio/video recorded, and filed as record. Board meeting audio and video recordings are posted to the Board's webpage at <https://www.oregon.gov/odf> within one week of the meeting.

The maximum amount of time for all public comments on an agenda item is 30 minutes. In most cases, each person signed up to provide comment will have three minutes to speak before the Board. However, if there are more than 10 people signed up to provide comment, the Board Chair will determine how much time each person will have to speak. If you would like more than three minutes to provide your comments, please contact the Board Administrator at 503-945-7210 at least five days prior to the meeting.

The Board receives hundreds of emails associated with coordinated campaigns. To help manage the high volume of campaign emails received, the Board Administrator provides the Board with the original campaign message and the total number of emails, rather than forwarding every campaign email received. If you are participating in an email campaign and want to provide additional information or comments, please send in a separate email to ensure it is viewed by the Board.

## **WORK SESSIONS**

Certain agenda topics may be marked with an asterisk indicating that it's a "work session" item. Work sessions provide the Board the opportunity to receive information and/or make decisions after considering previous public comment and staff recommendations. No new public comment will be taken; however, the Board may choose to ask questions of the audience to clarify issues raised.

- During consideration of contested civil penalty cases, the Board only allows oral argument if Board members have questions relating to the information presented.
- Relating to the adoption of Oregon Administrative Rules: Under Oregon's Administrative Procedures Act, the Board can only consider comments received by the deadline on the Notice of Rulemaking form. Additional input can only be accepted if the comment period is formally extended (ORS 183.335).

If you would like to be added to the Board of Forestry notification list for upcoming meetings, contact the Board Administrator using the information above.