



## Guidelines for Public Comments During Board Meetings

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: [pebb.publiccomment@das.state.or.us](mailto:pebb.publiccomment@das.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.**