

CHEHALEM PARK AND RECREATION DISTRICT

PUBLIC COMMENTS GUIDELINES

SPEAKING AT BOARD OF DIRECTORS MEETINGS AND SUBMITTING COMMENTS TO THE BOARD

All meetings of the Board of Directors must be open to the general public, unless specifically exempted by law (ORS 192.20 and 192.630). Regularly scheduled board meetings include opportunity for public comments. It is the intent of the board to allow all citizens the opportunity to give input on any issue that is addressed by the board.

Written comments on any topic may be submitted to the board at any time via email (Addresses are on the CPRD website) and do not have to coincide with a board meeting; these will appear in the meeting packet under Correspondence.

TESTIMONY DURING A MEETING

COMMENTS MODERATION: Citizens will typically be limited to three (3) minutes. Citizens must be recognized by the meeting chairperson, approach the podium, state their first and last name and whether they live in-district or out-of-district. Due to time limitations and the number of citizens wishing to speak during a meeting, the meeting chairperson may set time limits for each speaker and/or the number of times that speakers may address the board on a single agenda item.

TO REQUEST TO SPEAK: Sign in at the time of the meeting and check YES to indicate your wish to speak. Complete and submit the Public Comments Form before the meeting begins.

HAND OUTS: If you choose to bring printed copies of your statement to a public meeting for the board and staff, please bring seven total.

MEETING AGENDA & PACKET DEADLINE

The meeting agenda and packet are typically released no less than six days before the meeting. Written materials, comments, and presentation notes must be received by 5 p.m. on the Friday two weeks prior to the meeting in order to be included in the packet.

Materials submitted after this deadline but before 12 p.m. on the Tuesday before the meeting will be added as an addendum.

NOTE: Staff email will not be checked after 12 p.m. on the day of the meeting. Written comments and/or other materials submitted after this time will be added as an addendum following the public meeting.

TO MAKE PRESENTATIONS

If you wish to make a presentation and request more than three minutes to do so, submit your request on the comments form. Such requests are subject to approval of the board president. Electronic files intended for projection during the meeting must be received by 12 p.m. on the Thursday prior to the board meeting. Acceptable file formats are PDF, PowerPoint, and JPEG/JPG.

HOW TO SUBMIT MATERIALS: Email completed Public Comments Form to the Public Information Office at publicaffairs@cprdnewberg.org. Questions? Call 971.832.4222.



PUBLIC COMMENTS FORM (INTENT TO SPEAK AT A PUBLIC MEETING)

CHEHALEM PARK AND RECREATION DISTRICT
ADMINISTRATION BUILDING
125 S. ELLIOTT ROAD
NEWBERG, OR 97132

- I wish to provide VERBAL testimony.
- I wish to provide WRITTEN* testimony.
- I wish to provide a PRESENTATION at a future public meeting.

AGENDA ITEM/TOPIC _____

DATE OF MEETING _____

NAME (Please print legibly) _____

MAILING ADDRESS _____

Check whether your primary residence is:

In-District Out-of-District

EMAIL ADDRESS _____

SIGNATURE _____

*WRITTEN COMMENTS:

Written comments may be completed below and submitted at the time of a meeting, emailed to publicaffairs@cprdnewberg.org or submitted to the Public Information Office at CPRD Administration Office, 125 S. Elliott Road, Newberg, OR 97132.

