

**DIVISION 40  
BOARD MEETINGS AND  
ADMINISTRATION**

**918-040-0000****Purpose and Scope**

The rules in OAR chapter 918 division 040 establish consistent protocols for the administration of activities carried out by the boards covered by these rules. These rules apply to the Electrical and Elevator Board, the Building Codes Structures Board, the Mechanical Board, the Residential Structures Board, the Board of Boiler Rules, the Oregon State Plumbing Board and the Manufactured Structures and Parks Advisory Board.

Stat. Auth: ORS 183.335

Stats. Implemented: ORS 455.144

Hist.: BCD 14-2006, f. & cert. ef. 12-29-06

**918-040-0020****Board Agendas**

(1) Board meeting agendas will be made available approximately two weeks prior to scheduled meetings.

(2) Any person requesting that an item be placed on the agenda must make the request to the division at least 30 days before the scheduled meeting. The request must include:

(a) A written statement explaining the subject matter of the item;

(b) The action or result requested, if applicable;

(c) The amount of time requested; and

(d) Any other documents relevant to the item.

(3) The appropriate board chairperson may exclude a requested item from the agenda if the request does not include the information required in Section (2) of this rule, or is not relevant to, or appropriate for, the board in question.

(4) The board may restrict presentation time on any agenda item. Persons appearing are encouraged to submit written statements.

Stat. Auth: ORS 183.335

Stats. Implemented: ORS 455.144

Hist.: BCD 14-2006, f. & cert. ef. 12-29-06

**918-040-0030****Rules of Order**

Sturgis Standard Code of Parliamentary Procedure, Fourth Edition, is adopted for board and board-committee proceedings.

Stat. Auth: ORS 183.335

Stats. Implemented: ORS 455.144

Hist.: BCD 14-2006, f. & cert. ef. 12-29-06

**918-040-0040****Public Comment**

(1) Board meeting agendas provide for public comment. No prior arrangements are necessary to make public comment.

(2) Time for comment may be restricted by the presiding officer.

(3) The board may decide to refer an item from public comment to the next meeting agenda.

Stat. Auth: ORS 183.335

Stats. Implemented: ORS 455.144

Hist.: BCD 14-2006, f. & cert. ef. 12-29-06