

City of Springfield, Oregon Grievance Process

Purpose:

This grievance process outlines the procedures for addressing alleged violations of Oregon's Public Meetings Law (ORS 192.705). It ensures transparency and compliance in the handling of grievances related to public meetings conducted by the City of Springfield's governing bodies.

1. Filing a Written Grievance

(a) Grievances must be submitted in writing within **30 calendar days** from the date of the meeting where the alleged violation occurred.

(b) The grievance must include:

- The governing body allegedly in violation.
- The date of the meeting in question.
- A detailed account of the specific facts and circumstances constituting the alleged violation.
- The date of the grievance submission.
- The complainant's name and contact information.

2. Submission Methods

The City will accept grievances through the following channels:

- In-person delivery during regular business hours to the City Manager's Office, 225 Fifth Street, Springfield, Oregon, 97477.
- First-class mail: 225 Fifth Street, Springfield, OR 97477.
- Email: cmomail@springfield-or.gov

3. City's Response

The City will issue a written response to the grievance within **21 calendar days** of receiving it. The response will address the allegations and outline any actions taken to resolve the issue.

4. Submission to the Oregon Government Ethics Commission

Simultaneously with its response to the complainant, the City will submit copies of the grievance and its written response to the Commission, as required by ORS 192.705(3). These submissions may be made via mail or email using the Commission's designated contact information.

<https://www.oregon.gov/ogec/public-meetings-law/pages/default.aspx>

5. OGEC Complaint

If you receive a response that satisfies your grievance, you can work with the public body and do not need to file a complaint.

If you don't receive a response within 21 days or if you are dissatisfied with response you received, you can file a complaint with OGEC.

To file a complaint with OGEC, you are required to include documentation that you have completed the mandatory prerequisites (steps 1 and 2).

You can submit a complaint on OGEC's [Cases & Complaints webpage](#). You must include:

1. A copy of the written grievance.
2. A copy of the public body's response.
3. If no response was received, an affirmation that you did not receive a response within the 21-day period.

If you fail to satisfy the mandatory prerequisites before filing your complaint with OGEC, your complaint will be dismissed.

6. Revisions and Updates

This grievance process will be reviewed as needed to ensure it aligns with statutory requirements and continues to meet the needs of the City and its residents.

This process aligns with ORS 192.705 and includes structured timelines, accessibility provisions, and transparency to address grievances.