

Plain Language Improvements:

- Appointment information easier to understand
- Steps to complete appointment process clearly stated

<date>

<inside address>

Dear <first name>:

I am pleased to reappoint you to the <Commission>. I would like you to serve as <position> for a <term> that began <beginning date> and continues through <ending date>.

You were chosen because of your dedication to the progress and growth of <commodity> in Oregon. You and <total number of commissioners> other commissioners will make important decisions about research, education, and promotional projects for the industry. But, before that work can begin, I need you to complete a couple tasks.

Step 1 -- Complete the oath of office

Complete and sign the enclosed oath of office in the presence of a notary public. Each new term requires an oath. Your bank or city office may have a notary public who can help you.

Return the notarized oath by mail (use enclosed envelope) or fax (503-872-6601) before you may officially act as a commissioner.

Step 2 -- Review commissioner rules and responsibilities

Commissioner Handbook http://oregon.gov/ODA/ADMD/cc_oversight.shtml#Resources
(Currently unavailable; being revised.)

Guide for Public Officials http://oregon.gov/OGEC/forms_publications.shtml

ORS 576 <http://www.leg.state.or.us/ors/576.html>

Call Commodity Commission Program Manager Kris Anderson, 503-872-6600, if you have questions.

Thank you for sharing your time and talent to help shape the future of Oregon agriculture.

Sincerely,

Katy Coba, director

Enclosure

cc: <commission office>
Kris Anderson, Commodity Commission Program Manager

After