

STATE OF CALIFORNIA



## MEMORANDUM

**Date:** May 24, 2002**To:** **The Commission (Meeting of June 6, 2002)****From:** **Commissioners Geoffrey F. Brown and Michael R. Peevey**  
Public Utilities Commission – San Francisco**Subject:** *CR-2 Commission Policies and Guidelines regarding the Commission Public Agenda and Decision document notations pursuant to Public Utilities Code Section 305*

The California Public Utilities Commission, pursuant to its inherent power to govern itself and Public Utilities Code §305, does hereby promulgate the following Public Agenda Policies and Guidelines.

1. Neutrality in the governance and administration of the commission Public Agenda shall be of paramount importance.
2. An item appearing on the Public Agenda shall be voted upon, withdrawn or continued to a commission meeting date certain. A list of items appearing on the Public Agenda that are continued to future meetings ("held list") shall be made available to the public the day before each Commission meeting along with the date of the meeting to which the items (except for Executive Session items) are continued. The held list may be updated as a result of public discussion (or non-public discussion, in the case of Executive Session items) during the course of the Commission meeting. **(This paragraph was adopted at the Commission Meeting of May 16, 2002.)**
3. An item appearing on the held list, as modified during a Commission meeting, shall be set for the Public Agenda on the Commission meeting date indicated on the held list. In the event that no date is clearly designated on the held list, the item shall be set for the next meeting and shall be so reflected in the Public Agenda therefor. **(This paragraph was adopted at the Commission Meeting of May 16, 2002.)**
4. A commissioner shall state in written form to the Executive Director his or her reason for requesting a hold on an item each time it is held. Divisions that request a hold shall similarly state their reasons in writing. This list shall be made available to the public (except for Executive Session items) as part of the held list. The held list (including the

reasons for hold requests) shall be made available on the Commission's Web Site as soon as possible upon the conclusion of the Commission meeting.

5. Commissioners shall not hold any Public Agenda item more than twice, except for stated extraordinary circumstances.
6. Any matter for which there is no Assigned Commissioner or Assigned ALJ may be placed on the Public Agenda (e.g., under Commissioner Reports) by any Commissioner.
7. Each item on the Commission Public Agenda shall state the initial date the matter appeared on the Public Agenda, each date the item previously appeared on the Agenda, the applicable categorization for ex parte rule purposes.
8. All cover sheets on decisions, resolutions, memoranda, and other matters pertaining to Public Agenda items shall state in the upper right hand corner the current agenda placement number (e.g., CA-7 or H-3), the date of the meeting at which it is to be considered, the applicable categorization for ex parte rule purposes and its agenda identification number.
9. All decisions, draft decisions and proposed decisions shall state the name of the assigned commissioner and the administrative law judge.
10. These Policies and Guidelines shall be permanently posted on the Commission's Web Site under the Title "Policies and Guidelines".
11. These Policies and Guidelines are effective as of June 6, 2002.