

## FOREWORD

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This document sets forth the procedures governing the conduct of business at the Commission level of the Nuclear Regulatory Commission. It provides an overview of the Commission's responsibilities, Commission's decision-making process, including procedures governing formal Commissioner voting, the conduct of Commission meetings, Commissioner involvement in institutional correspondence, transmittal of sensitive documents to Congress, and Commission testimony. These procedures may be changed or waived by a majority of the Commission and questions regarding implementation and interpretation are decided by the Commission as a collegial body, consistent with existing law.

The Office of the Inspector General (OIG) is a statutorily established office conducting independent audits and investigations within the agency. The OIG has a statutory responsibility to communicate with the Congress, separate and apart from communication between the Commission and Congress. Accordingly, unless specifically stated, the requirements of these procedures with respect to Commission review and processing of documents, testimony, and personnel do not apply to the OIG.

At the request of any member of the Commission, or on the Secretary's own initiative, the Secretary may review the procedures, with assistance from the Office of the General Counsel, to determine whether they should be updated to reflect approved reorganizations or other changes, amended to improve efficiency or effectiveness, or amended to ensure conformity with legal requirements and Commission policy. Changes should be proposed by the Secretary as a COMSECY voting paper. Any member of the Commission may propose changes to any provision or aspect of the procedures as a COM voting paper.<sup>1</sup>

Annette L. Vietti-Cook  
Secretary of the Commission

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<sup>1</sup> For a discussion of COMSECY and COM voting papers, see Chapter II of these procedures.