

## **CHAPTER IV – COMMISSION MEETINGS**

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meeting be scheduled will be granted unless a majority of the Commission disapproves the request. The approved schedule for the subsequent 6 week period is published by SECY and given wide circulation to the Headquarters and Regional Offices. A summary of the schedule for a 6 week period is also released to the *Federal Register* for publication and posted to the NRC Home Page on the World Wide Web. The Commission will cancel announced meetings only when required by extraordinary circumstances and will provide as much notice as feasible in the event of a cancellation.

6. In addition, the Secretary includes in the Commission's agenda scheduling package a listing of projected future meetings, projected and completed Commissioner visits to nuclear power plants and other facilities, schedules of emergency planning exercises, and a 12 month projection of Commissioners' travel and leave.
7. Guidelines for stakeholder participation in Commission meetings:
  - (a) In planning Commission meetings, the Commission may determine that it would be useful and practical to obtain additional information or views through stakeholder participation. Emphasis will be given to meeting topics where a decision by the Commission on the topic is required (e.g. a notation vote paper is or will be before the Commission for action). In its discretion, the Commission may also schedule meetings with stakeholders covering a broad range of issues.
  - (b) Upon the Commission's request, the Office of the Secretary, in coordination with the staff, will prepare a list of stakeholders that could be considered for invitation to brief the Commission. The staff should identify to the Office of the Secretary the stakeholders that have shown interest in the particular meeting topic, along with its views for participation that could assist the Commission in making its decision (e.g., particularly active stakeholders). The list will be distributed to the Commission and discussed as part of Agenda Planning.
  - (c) The Commission will decide as part of Agenda Planning who will participate in the Commission meeting. If outside participants are invited, priority consideration will be given to other Federal Agencies, States, elected officials, tribal governments, organizations and persons that represent a broad spectrum of views, have specific interest in the meeting topic and bring a unique perspective to the briefing, and are experts on the subject matter. To the extent practical, the Commission will attempt to achieve a balance in

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the points of view represented at the meeting. The Commission's goal of including stakeholders in Commission meetings is to give the Commission information on a range of views on a given topic. It is not the intent, nor is it realistic, to try to have every different view on a given topic represented at a meeting. Other organizations and individuals who express an interest in speaking will be encouraged to submit written comments for Commission consideration, which will be included as part of the record and/or coordinate common interests with presenters who have agreed to participate. The Commission will not normally reconsider a decision on stakeholder participation. Should a stakeholder ask to be added to the list of participants, the Commission reserves the option to consider whether the stakeholder's participation in the meeting would be helpful to the Commission. Such a request should be made in writing to the Secretary of the Commission 3 weeks in advance of the announced briefing. The written request should be clear as to who is being represented, and the unique perspective that would be provided at the briefing. Normally, the Commission will approve a final list of the participants for a Commission briefing at least 2 weeks in advance of the meeting.

- (d) The Office of the Secretary will arrange the briefings and invite the participants that have been agreed to by the Commission. Only one speaker will be permitted per party unless the Commission determines that broader participation is desirable or necessary. The length of the meeting will be extended to 2 or more hours. However, meetings expected to last more than 2 hours may be divided into two sessions. Outside participants will be grouped into panels as appropriate. The letter of invitation from the Secretary will state that participants should submit written material no later than 5 business days in advance of the meeting and should summarize their key points at the Commission meeting in 5-10 minutes. The amount of time for each speaker will be determined in the context of Agenda Planning. The letter will clearly state if any different deadlines apply. The Commission reserves the right to withdraw an invitation to speak if the written material on the presentation is not provided 5 business days in advance of the meeting date.
- (e) NRC staff will submit to the Commission pertinent SECY Papers, or other documents 15 business days in advance of the scheduled Commission meeting. The Commission will be given at least 2 business days to review the staff's meeting materials to determine if they should be released to the outside meeting participants and the public. It is the goal of the Commission