

February 16, 2000

MEMORANDUM TO THE FILE
FROM: Annette L. Vietti-Cook, Secretary /s/
SUBJECT: STAFF REQUIREMENTS - COMSECY-99-037 - INTERNAL COMMISSION PROCEDURES

The Commission has approved the proposed revision to the Internal Commission Procedures subject to the changes provided below.

1. On page IV, paragraph 1, line 8, delete the proposed addition of 'primarily'.
2. On page IV-2, paragraph 2., revise the 1st sentence to read ' ... principally ~~from~~ at 10:00 a.m. ~~to 11:30 a.m.~~, and ~~from~~ 2:00 p.m. ~~to 3:30 p.m.~~, on days when'
3. On page IV-2, paragraph 2., after the 1st sentence add a new sentence as follows: 'When only the staff will be making a presentation, the meeting will generally be scheduled for one hour.'
4. On page IV-2, paragraph 2., revise the 2nd sentence to read "When the Commission determines that it would be useful and practical to obtain additional information or views from outside stakeholders, ~~are to be included~~ the meeting time would be extended ~~from 1-1/2 hours~~ to 2 hours or longer. Add a new sentence at the end of the paragraph as follows: 'However, meetings expected to last longer than 2 hours may be divided into two sessions.'
5. On page IV-3, at the end of the paragraph at the top of the page, add a new sentence as follows: '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. On page IV-3, paragraph 7.(a), revise the 1st sentence to read ' ... Commission meetings, the Commission may determine that it would be useful and practical to obtain additional information or views through stakeholder participation ~~the Office of the Secretary, in coordination with the staff will identify particular meetings where stakeholders could be invited to speak at a Commission meeting.~~
7. On page IV-3, paragraph 7.(a), add a new sentence at the end as follows: 'In its discretion, the Commission may also schedule meetings with stakeholders covering a broad range of issues.'
8. On page IV-3, paragraph 7.(b), revise the 1st sentence to read 'Upon the Commission's request, ~~t~~ The Office of the Secretary'
9. On page IV-3, paragraph 7.(c), revise the 2nd sentence to read 'If outside participants are invited, ~~p~~ Priority consideration will be given to other Federal Agencies, States, elected officials, tribal governments, organizations and persons that represent a broad spectrum of views, ~~that~~ have specific interest in the meeting topic and bring a unique perspective to the briefing, and are experts on the'
10. On page IV-3, paragraph 7.(c), revise the 3rd sentence to read ' ... will attempt to achieve a balance in the ~~interests of the groups~~ points of view represented'
11. On page IV-3, paragraph 7.(c), revise the 4th sentence to read ' ... information on a range ~~cross-section~~ of views on a given'
12. On page IV-3, paragraph 7.(c), revise the 6th sentence to read ' ... individuals who express an interest in speaking ~~wish to speak~~ 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 ~~and/or submit written comments for Commission consideration, which will be included as part of the record.~~
13. On page IV-4, top paragraph, revise lines 1 and 2 to read ' ... on ~~not to invite a stakeholder participation. Assuming that the stakeholder was identified and previously considered in the Commission's deliberations on participation.~~
14. On page IV-4, top paragraph, revise lines 3 and 4 to read ' ... stakeholder ask to be added to the list of participants, ~~who was not considered ask to speak,~~ the Commission reserves the option to consider whether ~~their~~ the stakeholder's participation in ~~to~~ the meeting'
15. On page IV-4, top paragraph, revise line 7 to read ' ... request should be clear ~~on~~ as to who is being'
16. On page IV-4, top paragraph, revise line 9 to read ' ... Commission will approve a final list of ~~finalize~~ the participants'
17. On page IV-4, paragraph (d), revise line 4 to read ' ... is desirable or ~~and~~ necessary.'
18. On page IV-4, paragraph (d), revise line 5 to read ' ... extended to 2 or more hours. However, meetings expected to last more than 2 hours may

be divided into two sessions. Outside participants'

19. On page IV-4, paragraph (e), revise line 6 to read ' ... to make ~~these~~ documents that the Commission determines should be released available to meeting'
20. On page IV-4, paragraph (e), revise line 7 to read ' ... Room at least 10 business days ~~2-weeks~~ in advance of'
21. On page IV-4, paragraph (e), in line 8, insert a new sentence after the period which reads 'The Commission expects to receive meeting materials in a timely manner in the absence of an advance request from the staff for an extension of the due date.'
22. On page IV-8, in the new paragraph 3., line 6, delete the comma after 'halted'.
23. On page IV-9, paragraph 1.(a), in line 4, add a new sentence after the period which reads 'The staff should advise the Commission, as early as possible, of any anticipated failure to meet the due date for submission of meeting materials and request approval for any necessary extension of the due date.'
24. On page IV-9, paragraph 1.(a), revise line 6 to read ' ... office must ~~should~~ explain the reason'
25. On page IV-10, top paragraph, revise line 1 to read ' ... at least 15 business days in advance'
26. On page IV-10, top paragraph, add a new sentence at the end as follows: 'Public release will occur generally at 10 business days prior to the meeting.'

cc: Chairman Meserve
Commissioner Dicus
Commissioner Diaz
Commissioner McGaffigan
Commissioner Merrifield
EDO
OGC
CIO
CFO
OCA
OIG