



Guide to the Commission Meeting and Meeting Agenda

The Commission holds regularly scheduled public meetings where at least three of the five commissioners (a quorum) meet to discuss and vote on proposed policies, rules and other issues. The Commission's schedule of public meetings and the meeting agendas are posted on the Commission website at www.cpuc.ca.gov.

The Commission meeting and agenda are separated into four distinct sections, which are described below in the order that they typically occur during the meeting. For most items on the agenda, there has been extensive background preparation and analysis, often including a court-type trial with an administrative law judge, numerous parties and their lawyers and a court reporter. In major cases, the Commissioners may have already heard oral argument from the parties, or held informational meetings pursuant to our ex parte rules to better understand the issues. In addition, parties are allowed to provide written comments on the administrative judge's proposed decision. If the Commission's vote or discussion seems cursory, it is generally because the issue is well understood by the commissioners.

- 1. Public Comment** - At the beginning of each meeting, time is allowed for members of the public to address the Commission regarding agenda items, with the exception of closed session matters and certain complaint and license matters that have been to hearing. Individuals can express their views including support or concern with an item on the Commission's agenda. This is not the time for those persons who have participated in any part of a proceeding, either formally or informally, to address the Commission. Persons who wish to speak should sign up at the Public Advisor's table located at the entrance. Individuals will be called upon in the order that they have signed up.

The Commission auditorium is accessible to people with disabilities. If specialized accommodations for the disabled are needed, e.g., sign language interpreters, please call the Public Advisor toll free at 1-866-849-8390 or TTY#1-866-836-7825 three business days in advance of the meeting.

- 2. Consent Agenda Items** – These items are voted on as a group and are not discussed or considered individually because they are non-controversial, of a routine nature, and/or not requiring subsequent Commission action. Consent Agenda items may be moved to the Regular Agenda for discussion at the request of a commissioner (see below - "Regular Agenda"). They may also be held to a subsequent meeting for further consideration.
- 3. Regular Agenda** - Items on the Regular Agenda are individually discussed and voted on. The Regular Agenda is divided into industry subsections; within the subsections, proposed orders are listed first, then proposed resolutions and reports. Legislative matters, commissioner reports, and management reports and resolutions follow the industry subsections. Typically, the order is as follows:
 - **Energy**
 - **Telecommunications**
 - **Water/Sewer**
 - **Transportation/Rail Safety**
 - **Other Utility**
 - **Legislative Matters**
 - **Commissioner Reports**

- **Management Reports and Resolutions**

Orders are Commission decisions based on the record developed in a formal proceeding. A CPUC Administrative Law Judge or Commissioner usually drafts decisions. **Resolutions** typically present staff analysis of a utility request for authorization, the positions of interested parties, and staff recommendations.

Commissioners' and Managers' Reports - Commissioners and senior level managers may present items of public interest that do not require a Commission vote or position. For example, a commissioner might want to briefly describe his or her participation at a conference or coordination efforts with other state agencies. Also, managers have the opportunity to present staff reports, new projects, or introduce new staff.

Any item **held** over from a previous meeting will be included typically at the beginning of each section, since by default, the order of the agenda follows the age of an item.

4. **Closed Session Agenda** - Items discussed and considered in Closed or Executive Session pertain to personnel issues, the institution of proceedings or disciplinary actions against any person or entity under the jurisdiction of the Commission, and pending or threatened litigation.

List of Held Items

A list of proposed items that are being deferred or "held" for consideration at a subsequent Commission meeting is available on the Commission's website after 4:30 p.m. the day before the Commission meeting and at the Public Advisor's table at the Commission meeting just prior to the meeting. This list is also referred to as the "Held List." At the beginning of a meeting, individual commissioners may hold items not appearing on the "Held List" or may un-hold items listed on the "Held List."

Items are typically held for further review of the record or to prepare an alternate result, etc. (see below - "Alternates"). Additionally, items are often held because commissioners need additional information, technical analysis or legal advice. As a general rule, an individual commissioner cannot hold an item more than two times. Commissioners can vote to override the "held" status of an item.

Alternates, Revisions and Modifications to Agenda Items - The agenda gives a brief description of the items that the Commission proposes to take up at each meeting. However, the Commission's ultimate decision may differ from what it proposed.

A commissioner may submit a different version of an agenda item, providing a different recommendation or outcome of a particular issue. Alternates are listed on the agenda following the original item and are identified by a letter next to the item number. For example item 85a is an alternate to item 85.

In addition, commissioners or staff may suggest modifications to agenda items at the meeting. If adopted, these modifications will be incorporated into the Commission's ultimate decision, and may alter its result.

Availability of Documents - Copies of the agenda, agenda items and the list of held agenda items can be found on the Commission's website – www.cpuc.ca.gov. Revisions to agenda items will be available at the Commission meeting at least one hour before the matter is to be voted on by the Commission. Ask the Public Advisor for assistance in obtaining copies of revised agenda items.

Questions about the Commission Meeting or the Agenda?

Contact the Public Advisor's Office at 1-866-849-8390 or public.advisor@cpuc.ca.gov. Also, a representative from the Public Advisor's Office is present to answer questions at all Commission meetings. The Commission is constantly striving to make its meetings more accessible and understandable to the public. If you have any suggestions for improvement, please send them to this Office.