

MINUTE ITEM

18. ESTABLISHMENT OF POLICY RELATING TO CALENDAR CLOSING DATES - W.O. 1722.3.

In presenting Calendar Item 15 attached, the Executive Officer suggested that paragraph 2 of the written calendar recommendation be modified to define emergency items as those which are highly critical, and where delay in action would result in impairment to the public safety, health, or welfare.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, A RESOLUTION WAS ADOPTED DIRECTING THE EXECUTIVE OFFICER TO ESTABLISH CLOSING DATES FOR ALL FUTURE CALENDARS FOR COMMISSION MEETINGS AS FOLLOWS:

1. MATERIAL FOR INCLUSION ON CALENDARS IS TO BE IN THE HANDS OF THE COMMISSION'S STAFF FOR REVIEW AND PROCESSING SUFFICIENTLY IN ADVANCE OF THE MEETING DATE TO PERMIT COMMENCEMENT OF REPRODUCTION BY THE CLERICAL STAFF TEN WORKING DAYS PRIOR TO THE DATE OF THE NEXT COMMISSION MEETING.
2. ONLY EMERGENCY MATTERS ARE TO BE ADDED AS SUPPLEMENTAL ITEMS THEREAFTER, "EMERGENCY" ITEMS BEING DEFINED AS THOSE WHICH ARE HIGHLY CRITICAL, AND WHERE DELAY IN ACTION WOULD RESULT IN IMPAIRMENT TO THE PUBLIC SAFETY, HEALTH, OR WELFARE.
3. COPIES OF THE CALENDAR ARE TO BE DELIVERED TO EACH OF THE COMMISSIONERS NOT LESS THAN SIX WORKING DAYS BEFORE THE COMMISSION MEETING.

Attachment
Calendar Item 15 (1 page)

CALENDAR ITEM

15.

ESTABLISHMENT OF POLICY RELATING TO CALENDAR CLOSING DATES - W.O. 1722.3.

At its meeting on October 5, 1959, the Commission directed the Executive Officer to prepare a policy recommendation for establishing closing dates on future Calendars to allow for staff processing time and sufficient time for the Commission to review and study the Calendar prior to the scheduled meeting dates.

IT IS RECOMMENDED THAT THE COMMISSION DIRECT THE EXECUTIVE OFFICER TO ESTABLISH CLOSING DATES FOR ALL FUTURE CALENDARS FOR COMMISSION MEETINGS AS FOLLOWS:

1. THAT MATERIAL FOR INCLUSION ON CALENDARS BE IN THE HANDS OF THE COMMISSION'S STAFF FOR REVIEW AND PROCESSING SUFFICIENTLY IN ADVANCE OF THE MEETING DATE TO PERMIT COMMENCEMENT OF REPRODUCTION BY THE CLERICAL STAFF TEN WORKING DAYS PRIOR TO THE DATE OF THE NEXT COMMISSION MEETING.
2. THAT ONLY EMERGENCY MATTERS BE ADDED AS SUPPLEMENTAL ITEMS THEREAFTER. "EMERGENCY" ITEMS ARE THOSE DEFINED AS BEING CONCERNED WITH THE PUBLIC HEALTH OR SAFETY; AND
3. THE EXECUTIVE OFFICER IS DIRECTED TO HAVE COPIES OF THE CALENDAR DELIVERED TO EACH OF THE COMMISSIONERS NOT LESS THAN SIX WORKING DAYS BEFORE THE COMMISSION MEETING.