


December 2, 1999

MEMORANDUM TO: Chairman Meserve
Commissioner Dicus
Commissioner Diaz
Commissioner McGaffigan
Commissioner Merrifield

FROM: Annette Vietti-Cook, Secretary /s/

SUBJECT: INTERNAL COMMISSION PROCEDURES

[Attached](#)  is a proposed revision to Chapter IV "Commission Meetings" of the Commission's Internal Procedures. Chapter IV has been revised to include a process for stakeholder participation in Commission meetings and to include reference to Non-Sunshine Act discussions. May I please have your comments by c.o.b. December 15, 1999.

[Attachment](#) : As Stated

cc: OGC
EDO
CIO
CFO