

4/15/82

First Supplement to Memorandum 82-54

Subject: Handbook of Practices and Procedures

Attached is a revised Handbook of Practices and Procedures. This is for your permanent files. The revised Handbook incorporates Commission decisions made since the previous version of the Handbook was prepared.

With the appointment of four new members to the Commission, the Commission may wish to consider whether it prefers to meet on Thursday evening and Friday (the present practice) or to meet on Friday evening and Saturday. See page 3 of attached Handbook.

Also, some time ago the Commission decided that two out of every three meetings should be held in San Francisco and the other meeting in Los Angeles. The Handbook does not include a statement of the decision, because we believe that the Commission will want to determine the places of meetings after consideration of the views of the four new members of the Commission.

If there are any questions concerning the material in the Handbook or any suggested revisions, please bring them up at the meeting.

Respectfully submitted,

John H. DeMouilly
Executive Secretary