

Memorandum 2013-21

Handbook of Practices and Procedures

At its February 2013 meeting, the Commission considered several revisions and updates to the Handbook of Practices and Procedures. Memorandum 2013-2; Minutes (Feb. 2013). At that time, the Commission decided to add a rule mandating that each employee self-report outside activities that have the potential to conflict with the employee's duty to the Commission. Minutes (Feb. 2013). This memorandum presents proposed language to implement this change in addition to identifying technical changes made to another rule to conform to Commission practice.

In accordance with the Commission's direction, staff has prepared the following proposed rule (Rule 9.1). The new rule would be included in a new part of the handbook, entitled Administration.

9. Administration**9.1. Incompatible Activities 1**

Each employee shall notify the Executive Director of any outside activities that might reasonably be deemed incompatible, inconsistent, or in conflict with the employee's duties to the Commission under either Government Code Section 19990 or the Commission's Incompatible Activities Statement.

1 / Minutes (Feb. 2013).

The staff offers proposed Rule 9.1 for the Commission's review to ensure that this language reflects the Commission's intent. **Is the Commission comfortable with the language of proposed Rule 9.1?**

In the staff's review of the Handbook, we identified two additional items that are not consistent with current Commission practice. Therefore, we propose the

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The Commission welcomes written comments at any time during its study process. Any comments received will be a part of the public record and may be considered at a public meeting. However, comments that are received less than five business days prior to a Commission meeting may be presented without staff analysis.

following minor changes to the text of Rule 7.7 (citations unchanged and omitted) to reflect current Commission practice:

7.7. Internet Website and Email

The Commission maintains a website on the Internet at <www.clrc.ca.gov>. Background information and information on current activities, such as agendas, bills, tentative recommendations out for comment, and the like, is kept current on the website. Commission meeting materials, tentative recommendations, printed reports, and other materials are available for downloading. Subject to storage limitations, downloadable files are retained on the Commission's website for the convenience of the public and also as a cost-saving approach to distributing material of interest.

Email to Commissioners should be sent to <commission@clrc.ca.gov>, where it will be treated like any other communication to the Commission. On request, Commissioners are also provided with an individual agency email address (name@clrc.ca.gov). Commission members may, as an individual choice, provide their direct email or business website addresses for linking from the Commission website. The Commission has decided not to provide biographical information on Commissioners at the website.

The staff will send the ~~email edition of meeting agenda materials by email~~ to Commissioners on request.

Interested persons may subscribe to be notified by email each time a new document is posted to the Commission's website on a particular subject. The message shall contain a link to download the new document. This option is also available to Commissioners on request.

Does the Commission have any concerns with these changes?

After finalizing the language presented in this memorandum, the staff will update the handbook and provide copies to the Commissioners.

Respectfully submitted,

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