BYLAWS
of the
Western Conference of Public Service Commissioners, Inc.

Adopted June 12, 2012
for effect October 1, 2012

ARTICLE 1
General Provisions

Section 1.1 Name. The name of this organization is the Western Conference of Public Service Commissioners, Incorporated, and is referred to as “the corporation.”

Section 1.2 Offices. The principal business office of the corporation shall be established within one of the Member States as determined by vote of the directors. The corporation may also have offices at such other places as the corporation may require.

Section 1.3 Fiscal Year. Each fiscal year of the corporation shall begin on October 1 and end on the following September 30.

ARTICLE 2
Statement of Purposes

Section 2.1 Overall Purpose is Education. This corporation is organized to educate its directors and thereby advance the cause of effective regulation of public utilities in the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming and the territory of Guam. The corporation is an affiliate regional association within the National Association of Regulatory Utility Commissioners (“NARUC”).

Section 2.2 Supporting Purposes. To support the corporation’s education purpose as described in Section 2.1, the corporation may: (a) contribute to the betterment of commission regulation through study and discussion; (b) promote uniformity in the structure, terminology and coordination of public utility regulation while honoring the public interests within the charge of each Member State; (c) provide a forum whereby utility regulators in the Member States may express themselves on any matters related to public utilities and the public interest; (d) assist state regulatory commissions in performance of their duties; (e) act as a liaison between state commissions and state, federal and international governmental and regulatory agencies and utility organizations on regional and national utility and regulatory matters, and (f) promote cooperation of the Member States with each other, with NARUC, and with other regulatory agencies.
Section 2.3 Other Authorized Activities. The corporation may as permitted by law engage in any and all activities in furtherance of, related to, or incidental to these educational purposes which may lawfully be carried on by a non-profit corporation formed under the laws of Oregon and which are not inconsistent with the corporation's qualification as an organization exempt from federal income taxes as described in Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE 3
Definition of Member States

Section 3.1 Member States. When used in these articles, the term "Member States" refers to the state commission, board or department authorized to regulate or oversee the terms and conditions of service of public utilities in the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming and the territory of Guam.

Section 3.2 Limitation. The corporation shall have no members as that term is defined in Oregon Revised Statutes (ORS) Chapter 65, but shall have "Member States" as defined herein. These Member States shall have none of the rights as described in ORS Chapter 65, but shall have the rights as described in these Bylaws.

ARTICLE 4
Board of Directors

Section 4.1 Authority. The affairs of the corporation shall be controlled and governed by the board of directors, which shall have the right to exercise all powers of the corporation as permitted by law.

Section 4.2 Composition and Terms of Office. Any person who is a commissioner or board member of a state commission, board or department authorized to regulate or oversee the terms and conditions of service of public utilities in the Member States shall be a director of the corporation for the duration of the term of offices with the board, commission, or department. When such term ceases, the director shall be replaced by his or her successor on the board, commission, or department. The number of directors shall not exceed the total number of persons on the above boards, commissions and departments. In accordance with Oregon Revised Statutes Chap. 65, there shall never be fewer than three directors.

Section 4.3 Associate and Honorary Participants. The following persons may participate in activities of the corporation but shall not be directors: (1) staff of
each board, commission and department from which representative commissioners or members are entitled to be directors, and (2) the regulatory commissions and staff of Canada and its provinces and of Mexico and its states.

Honorary participants shall include, in addition to the President, first Vice-President, second Vice-President, Administrative Director and General Counsel of NARUC, all members of federal agencies who are also members of the NARUC, and all members of statutory state energy commissions in Member States but shall not be directors of the corporation.

Associate and honorary participants shall have the privilege of the floor, but shall not be entitled to vote.

All directors and associate and honorary participants shall be eligible to serve on committees, provided however, that the chairmen of all committees shall be a director of the corporation, and provided further that associate and honorary participants shall serve without the privilege of voting.

Section 4.4 Quorum and Majority Vote. Upon due notice to the board as to time and place as provided in Section 4.7, the presence of at least one director from each of eight Member States shall constitute a quorum for conducting official business. Unless otherwise specified in these bylaws, decisions of the board shall be made by a vote of the majority of the Member States present.

Section 4.5 Privileges and Voting Rights. Only directors as defined in Section 4.2 of these Bylaws shall have the privilege of voting. Any director may nominate officers, propose and debate motions and resolutions, but decisions of the board shall be made by a vote of the majority of the Member States. A formal roll call vote is required in those instances specified in Section 4.6 of these Bylaws.

Section 4.6 Formal Roll Call. A vote by formal roll call of the Member States is required (1) in the election of officers, (2) for the disposition of resolutions, and (3) to enact amendments to these Bylaws. Each Member State shall be entitled to cast one vote on each matter. Directors present shall decide for each Member State how its ballot shall be cast, whether as a unit or by representative fractions. In the absence of a majority decision by directors present from a given Member State, the corporation must honor a fractional vote when requested by a director from that Member State.

Section 4.7 Meetings and Notice. At least one meeting of the corporation shall be held each year. The annual meeting of the corporation shall be the annual summer conference, unless otherwise determined by the President. The annual summer conference shall take place in President’s state, in the order prescribed in Section 5.5, unless otherwise determined by the board of directors. The President shall give written notice of the date, time, place and purposes of the annual meeting to all directors at least seven (7) days in advance of such
meeting. Oral notice is permissible if reasonable under the circumstances. All meetings shall be conducted under Roberts Rules of Order.

Section 4.8 Meeting by Telephone. Any meeting of the board of directors or Executive Committee may be conducted through the use of any means of communications, including telephone conference call, by which all directors participating may simultaneously hear each other during the meeting. Such participation shall constitute presence in person at such meetings.

Section 4.9 Action without a Meeting. Any action required or permitted to be taken at any meeting which requires a vote of the directors may be taken without a meeting if consent in writing, setting forth the action taken, shall be signed by a majority of the directors of each Member State. For purposes of this Section 4.9, an email sent by a director from that director's official Member State email address shall constitute the director's signed written consent.

Section 4.10 Compensation. Directors shall not receive any salaries for their services on the board.

Section 4.11 Restrictions on Activities. Notwithstanding any other provisions of these bylaws, no director, officer, employee, agent, or any other representative of the corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken by an organization exempt under section 501(3)(3) of the Internal Revenue Code, as it now exists or may hereafter be amended, or any corresponding section of any future tax code.

Section 4.12 Limitation on Action by Directors. Nothing in these bylaws and no vote or resolution passed by the board of directors shall commit a state government or regulatory commission, board or department to pursue any action, policy or practice in performance of regulatory or policy-making duties conferred by state or federal laws.

ARTICLE 5
Officers

Section 5.1 Election of Officers. The officers of the corporation shall be a President, Vice-President, and a Secretary/Treasurer. All officers shall be elected from the board of directors of the corporation at the regular annual meeting.

Section 5.2 Term. The term of office for each officer shall be for a period of one year or until a successor is elected. Terms shall begin on October 1.

Section 5.3 Vacancies. In the case of vacancy between annual meetings, the Vice-President shall assume the office and duties of President. If the office of
Vice President becomes vacated it shall remain vacant until the next annual meeting. If the office of Secretary/Treasurer becomes vacant, the President, with the concurrence of the Executive Committee, shall appoint a director from the board of directors to fill the vacancy. Should all offices become vacant, the remaining directors of the Executive Committee shall appoint an acting President and Secretary/Treasurer to serve until the next annual meeting.

The cost of any surety requirement imposed by the corporation upon an officer or agent of the corporation shall be borne by the corporation.

Section 5.4 Powers and Duties. The officers of the corporation shall exercise powers and duties ordinarily devolving upon such officers in similar organizations and as described in this Article 5.

Section 5.5 President. The President shall preside at all meetings of the board of directors unless unavailable, in which case the Vice President shall preside. The President, or other proper officer or agent of the corporation authorized by the board of directors, may sign any deeds, mortgages, bonds, contracts, or other instruments which the board of directors has authorized to be executed. The President, with the concurrence of the Vice President or Secretary/Treasurer, may sign or authorize counsel to sign any intervention, comments or pleadings in any regulatory proceeding or litigation matter involving the corporation. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the board of directors from time to time. The President shall assure that the corporation has authority to operate as a foreign corporation in the state in which the annual summer meeting will be held. The office of the President shall rotate among the Member States in the following order, unless a different order is agreed to by vote of the directors: Oregon, New Mexico, Washington, Arizona, Nevada, Alaska, Idaho, Wyoming, Utah, Montana, Hawaii, California, and Colorado. The President shall render an annual report in the form and with the content as directed by the board of directors at the annual meeting.

Section 5.6 Vice President. The Vice President shall preside at all meetings of the board of directors when the President is unavailable. The Vice President shall perform all duties incident to the office of Vice President and such other duties as may be prescribed by the board of directors from time to time. The office of the Vice President shall be for a one (1) year term, unless extended by vote of the directors, and shall rotate among the Member States in the following order, unless a different order is agreed to by vote of the Directors: New Mexico, Washington, Arizona, Nevada, Alaska, Idaho, Wyoming, Utah, Montana, Hawaii, California Colorado, and Oregon.

Section 5.7 Secretary/Treasurer. The Secretary/Treasurer, or other proper officer or agent of the corporation authorized by the board of directors, shall have charge and custody of and be responsible for all funds and securities of the
corporation; receive and give receipt for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors; and shall, in general, perform all of the duties incident to the office of Secretary/Treasurer and such others as may from time to time be assigned by the board of directors.

The Secretary/Treasurer, or other proper officer or agent of the corporation authorized by the board of directors, shall keep the minutes of the board of directors in one or more books provided for that purpose, keep a register of the names and addresses of the directors of the corporation, ensure that all notices are given in accordance with the provisions of these bylaws, be custodian of the corporate records, assure that the corporate records are transferred to the custody of the successor Secretary/Treasurer, and in general perform all such duties as may from time to time be assigned by the board of directors.

ARTICLE 6
Conference Coordinator

Subject to the offer of staff support from a Member State, the officers may designate a Conference Coordinator to receive and disseminate information, issue notices, assist in the organization of the annual summer conference, maintain records of the corporation, and generally to assist the corporation in the management of its affairs. The Conference Coordinator shall maintain a separate and complete copy of all permanent records of the corporation apart from those records maintained by the Secretary/Treasurer.

ARTICLE 7
Committees

Section 7.1 Executive Committee. There shall be an Executive Committee composed of the President, Vice-President, Secretary/Treasurer and two immediate Past Presidents, if available and qualified to be directors of the corporation. In the event that a Past President is unable to serve, a member at large shall be elected by the directors at the annual meeting. The President shall preside at the meetings of the Executive Committee.

The Executive Committee shall meet at the call of the President and shall conduct the affairs of the corporation between annual meetings, prepare for and supervise various meetings, the programs and order of business, and all other powers and authority ordinarily exercised by such a Committee.
Section 7.2 Other Committees. The membership of other committees, both standing and special, shall be appointed by the President with the approval of the Executive Committee.

ARTICLE 8
Resolutions and Amendments

Section 8.1 Resolutions. Proposed resolutions shall be submitted to the President at least 30 days before the annual meeting and sent to each director at least 20 days prior to the annual meeting. Resolutions of an emergency nature, submitted later than the timelines provided in this Section 8.1, must be supported by a two-thirds majority of Member States to pass.

Resolutions may also be considered at meetings other than the annual meeting as provided in Section 4.6 with voting as provided by Section 4.4, but amendments to these Bylaws and election of officers may occur only at the annual meeting.

Section 8.2 Amendments. These Bylaws may be amended at any annual meeting by a two-thirds vote of Member States as provided in Section 4.6, provided that any proposed amendment is placed before the board of directors in writing at least one full business day prior to any vote on it.

ARTICLE 9
Corporate Transactions

Section 9.1 Contracts. The board of directors by majority vote of Member States may authorize any officer or officers, agent or agents of the corporation in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined by specific instances.

Section 9.2 Director and Executive Committee Insurance. The board of directors by majority vote of Member States may acquire and maintain reasonable insurance coverage, at the expense of the corporation, for directors or officers of the corporation protecting them from claims that may arise from actions related to their position in the corporation.

Section 9.3 Liability Insurance. The board of directors shall purchase general liability insurance coverage to pay any and all claims made against the corporation, directors and officers by third parties, employees, vendors or the general public for bodily injury or property damage and arising from any action or activity of the corporation at the annual summer meeting.

7 – Bylaws of the Western Conference of Public Service Commissioners, Inc.
Section 9.4 Indebtedness. All checks, drafts, or orders for the payment of 
money, notes, or other evidence of indebtedness issued in the name of the 
corporation, shall be signed by the President or Secretary/Treasurer, or such 
other officer or agent of the corporation as from time to time may be determined 
by the board of directors. In the absence of such determination of the board, 
such instruments shall be signed by the President or Secretary/Treasurer of the 
corporation.

Section 9.5 Deposits. All funds of the corporation shall be deposited from time 
to time to the credit of the corporation in such banks, trust companies, 
brokerages, or other depositories as the officers shall select.

Section 9.6 Contributions. The board of directors or any authorized officer or 
agent may accept on behalf of the corporation any contribution, gift, bequest, 
registration fee, or devise for the general purposes or for any special purpose of 
the corporation.

ARTICLE 10
Books and Records

All books and records of the corporation may be inspected by any director, or 
agent or attorney thereof, for any proper purpose at any reasonable time.

ARTICLE 11
Code of Ethics and Conflicts of Interest

Section 11.1 Code of Ethics. In conducting business on behalf of the 
corporation, directors should avoid impropriety and the appearance of 
impropriety. Directors must respect and comply with the applicable laws of their 
respective states and the Bylaws and policies of the corporation and should 
conduct him or herself in a manner that promotes both the purposes of the 
corporation and public confidence in the corporation.

Section 11.2 Conflicts of Interest. In the event that a director has a potential or 
actual conflict of interest, that conflict shall be disclosed to the board of directors. 
A transaction in which a director has a potential or actual conflict of interest may 
be approved, after disclosure, if the directors approving the transaction in good 
faith reasonably believe that the transaction is fair to the corporation. The 
minutes of meetings at which such votes are taken shall record such disclosure, 
abstention and rationale for the board of directors' action.
ARTICLE 12
Standard of Conduct and Personal Liability

Each officer and director shall discharge his or her duties in good faith and with the care of an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner that the director reasonably believes to be in the best interests of the corporation. No officer or director shall be personally liable to the corporation for the performance of his or her duties if the officer or director acted in compliance with this section.

ARTICLE 13
Indemnification

The corporation shall indemnify a person who may serve or who has served at any time as an officer, director or employee of the corporation against reasonable expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation, and further provided that any compromise or settlement payment shall be approved by a vote of directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of the Article which adversely affects the rights of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

(end)
ATTACHMENT NO. 1

WESTERN CONFERENCE OF PUBLIC SERVICE COMMISSIONERS

CONSTITUTION

As Amended July 14, 2007
CONSTITUTION
OF THE
WESTERN CONFERENCE OF
PUBLIC SERVICE COMMISSIONERS

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I

NAME

II

OBJECTS

The objects of this Conference as a regional association within the National Association of Regulatory Utility Commissioners, shall be: to promote the best interests of the National Association; to contribute to the betterment of commission regulation through study and discussion; to promote uniformity in the structure, terminology and coordination of regulation while honoring the public interests within the charge of each state commission, and to promote cooperation of the member commissions with each other, with the National Association and its members and with the other regulatory agencies.

III

MEMBERSHIP

Active membership shall embrace only the members of the commissions of the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming and Guam.

Associate membership shall include members of the staff of each commission entitled to representation in the Conference and the Regulatory Commissions and staff of Canada and Mexico and their respective provinces.

Honorary membership shall include, in addition to the President, first Vice-President, second Vice-President, Administrative Director and General Counsel of the National Association, all members of federal agencies who are also members of the National Association, and all members of statutory state energy commissions in Western Conference States.

IV
PRIVILEGES AND VOTING RIGHTS

Only Active members shall have the privilege of voting and voting shall be by state in amending this Constitution, in final passage of resolutions, and in election of officers. All Active members may nominate officers, propose and debate motions and resolutions and vote on all proceedings except the formal roll call of the states hereby required (1) in the election of officers, (2) the disposition of resolutions and (3) amendments to the Constitution. Active members present shall decide for each state how its ballot shall be cast, whether as a unit or by representative fractions; in the absence of a majority decision by members present from a given state, the Conference must honor a fractional vote when requested by a member from that state.

Honorary and Associate members shall have the privilege of the floor.

All Active and Associate members shall be eligible to serve on committees, provided however, that the chairmen of all committees shall be Active members of the Conference.

V

OFFICERS

The Conference shall have the following officers: A President, a Vice-President, and a Secretary/Treasurer. All officers shall be elected from the Active members of this Conference at the regular annual meeting.

The term of office for each officer shall be for a period of one year or until a successor is elected. Terms shall begin on October 1.

In the case of vacancy between annual meetings, the Vice-President shall assume the office and duties of President. If the office of Vice President becomes vacated it shall remain vacant until the next annual meeting. If the office of Secretary/Treasurer becomes vacant, the President, with the concurrence of the Executive Committee, shall appoint an Active member of the Conference to fill the vacancy. Should all offices become vacant, the remaining members of the Executive Committee shall appoint an acting President and Secretary/Treasurer to serve until the next annual meeting.

The officers of the Conference shall exercise powers and duties ordinarily devolving upon such officers in similar organizations. The President and Secretary/Treasurer shall each render an annual report at the annual meeting.

The cost of any surety requirement imposed by the Conference upon a Constitutional officer and the Coordinator shall be borne by the Conference.
Subject to the offer of staff support by a member state, the officers may designate a Conference Coordinator to receive and disseminate information, issue notices and maintain records. The permanent records of the Conference shall be maintained by the Coordinator and accessible to the members. When no Coordinator is serving, the permanent records automatically are in the custody of the Conference Secretary/Treasurer, and the officer's member state shall be accountable for the preservation, continuance and transfer of the records to the succeeding Secretary/Treasurer or Coordinator.

VI

EXECUTIVE COMMITTEE

There shall be an Executive Committee composed of the President, Vice-President, Secretary/Treasurer and two immediate Past Presidents, if available. In the event that a Past President is unable to serve, a member at large shall be elected by the members at the annual meeting. The President shall preside at the meetings of the Executive committee.

The Executive Committee shall meet at the call of the President and shall conduct the affairs of the Conference between annual meetings, prepare for and supervise various meetings, the programs and order of business, the collection of dues and all other powers and authority ordinarily exercised by such a committee.

VII

OTHER COMMITTEES

The membership of other committees, both standing and special, shall be appointed by the President with the approval of the Executive Committee.

VIII

RESOLUTIONS

Proposed resolutions are to be submitted to the President and the Coordinator at least 30 days before the annual meeting and sent to each Conference commission at least 20 days prior to the meeting.

Resolutions of an emergency nature, submitted later, must have a two-thirds majority to pass.
Resolutions may also be considered at meetings convened under the terms of Article IX, with voting as provided by Article IV, but Constitutional amendments and election of officers may occur only at the annual meeting.

IX

CONFERENCE MEETINGS, QUORUM

At least one meeting of the members of the Conference shall be held each year. The time and place of this annual meeting shall be determined by the President of the Conference. All meetings shall be conducted under Roberts Rules of Order.

Upon due notice to the active members, as to time and place, the presence of at least one active member from each of eight of the Conference states shall constitute a quorum for conducting official business. At any meeting, other than the annual meeting, official approval of any action shall require the support of at least eight states.

X

CODE OF ETHICS

In conducting business on behalf of the Conference, members should avoid impropriety and the appearance of impropriety. Members should respect and comply with the law of the land and the Constitution and Policies of the Conference and should conduct herself or himself in a manner that promotes both the objectives of the Conference and public confidence in the Conference.

XI

AMENDMENTS

The Constitution may be amended at any annual meeting by a two-thirds majority of the active members present and voting by member states as provided in Article IV, provided that any proposed amendment is placed before the Conference in writing at least one full business day prior to any vote on it.
ATTACHMENT NO. 2
September 15, 2005

DUTIES OF WESTERN CONFERENCE COORDINATOR

1. Assist in planning of the Annual Western Conference:
   a. Provide assistance under the direction of the Executive Committee and President of the State hosting the Conference.
   b. Help organize, plan and implement Conference.
   c. Provide suggestions for presentation and discussions and activities.
   d. Conduct on-site visit and meeting with host President.
   e. Review and provide assistance with Hotel contract.

2. Render assistance to the Executive Committee in carrying out their duties, and following the Constitution of the Western Conference of Public Service Commissioners.

3. Provide assistance to the Committee Chairs as requested.

4. Send out annual newsletter to all Commissioners.

5. Maintain the WCPSC files.

6. Take and transcribe the minutes of resolutions of WCPSC business meeting and annual Conference.

7. Distribute up-to-date membership lists.
8. Provide new officers with information regarding their duties and responsibilities.

ATTACHMENT NO. 3

POLICY GOVERNING COMMITTEES
OF THE WESTERN CONFERENCE OF PUBLIC SERVICE COMMISSIONERS

MEMBERSHIP

Committees of the WCPSC shall attempt to have at least one member from each Western State except where specific sub regional issues are involved. Volunteers for membership shall be sought from each state. Commissioner's committee preference shall be surveyed at the annual Conference.

VOTING

Consensus among committee and subcommittee members is encouraged as a policy of WCPSC. Where voting occurs, no state shall cast more than one vote on an issue before a committee or subcommittee, and where there is a plural membership from a state the vote shall be divided equally among its members present.

QUORUM

One-third of the members of each committee and subcommittee shall constitute a quorum; provided however, that in no case shall a quorum be less than two members.

AD HOC COMMITTEES
With respect to subjects not wholly within the jurisdiction of a standing committee, ad hoc committees may be established for initial terms of one year or less by Conference or between Conferences by the Executive Committee or between meetings of the Executive Committee by the President, and may be continued thereafter if annually renewed by the Executive Committee.

**SUBCOMMITTEES**

The committees may establish and abolish subcommittees of their members upon notification of the Executive Committee.

**COMMITTEE CHAIR**

The chair of a committee shall be appointed by the President with concurrence of the Executive Committee for a one-year term and may be reappointed for a maximum of three consecutive terms.

**VICE CHAIR**

The appointment of a vice chair for a committee or subcommittee shall be at the option of the President, after consultation with the Executive Committee and the chair of the committee, and the making of such an appointment shall not create a presumption that the incumbent shall later succeed to the chair.

**MEETINGS**

Committees and subcommittees are encouraged to meet in conjunction with the Annual Conference, and other times as appropriate.

**MEETING REGISTRATION FEES**

Each committee and subcommittee may collect, as necessary, registration fees from their members for the purchase of coffee and other refreshments, rental of meeting rooms, and the payment of their incidental expenses.

**STATEMENTS OF PURPOSE**

Each committee shall prepare and maintain in current form a statement of its purpose subject to the approval of the Executive Committee.

**COMMITTEE SUPERVISION**

The Executive Committee shall exercise general supervision and policy direction over the committee and shall annually review the functioning of the committee.
structure. Where it is found deficient, or if a committee has not held at least one meeting in the last year, the Executive Committee may recommend the appointment of a new committee chair or the consolidation or abolition of the committee.

**ANNUAL STUDY PROGRAM**

Each committee and subcommittee shall select and complete each year at least one new study project to increase the knowledge of the regulatory community on a subject within the jurisdiction of the committee and subcommittee.

**ANNUAL REPORTS**

Each committee and subcommittee shall prepare a written report of its activities and recommendations to the Conference at the annual meeting and shall file two copies of it with the President at least 14 days before the Annual Conference to permit printing and distribution at the Annual Conference.

Adopted by the WCPSC June 10, 1987 and amended June 20, 2006

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**ATTACHMENT NO. 4**

**PROCEDURES FOR SELECTING NARUC SECOND VICE PRESIDENT**

Candidacy may be declared prior to the annual business meeting in June and nominations from the floor will be permitted.

The President will open the floor for nominations. No seconds will be required.

After a full opportunity for all nominations has been given, a motion and a second to close nominations will be entertained. Voting will then take place on the motion.

Each nominee will be asked to give a short acceptance or rejection speech.

The WCPSC Coordinator will serve as Teller and distribute one voting ballot to each state. In order to receive a ballot the respective state must have at least one member in attendance. Each state gets one vote. In accordance with Article IV of the Constitution, “Active Members shall decide for each state how its ballot shall be cast, whether as a unit or by representative fractions; in the absence of a majority decision by members present from a given state the Conference must honor a fractional vote when requested by a member from that state.” (NOTE: No absentee ballots will be accepted from states which are not represented in person. However, those present from a given state may vote fractions as
entrusted to them by colleagues who may not be in attendance at the meeting. This will be the decision of each state, and the full responsibility rests with members from a given state in attendance at the meeting.)

The Teller will then collect the ballots. Those individuals who have made nominations will comprise the committee with the Teller to count the votes and announce the winner of the election. The individual who receives a majority wins. In the event of a tie, a second ballot will be cast for the two individuals who received the greatest number of votes in the first ballot.

In the extremely unlikely event that a winner has not emerged by majority vote at the conclusion of two ballots, the floor will be open for discussion of a tie breaking procedure at the time. Any procedure agreed to must be supported by at least a majority of the states represented at the business meeting.
POLICIES AND PROCEDURES

WESTERN CONFERENCE OF PUBLIC SERVICE COMMISSIONERS

June 2009
POLICIES AND PROCEDURES
OF THE
WESTERN CONFERENCE OF PUBLIC SERVICE COMMISSIONERS

The Western Conference of Public Service Commissioners (Conference) is a regional
association within the National Association of Regulatory Utility Commissioners
(NARUC). The objectives of the Conference are to promote the best interests of the
National Association; to contribute to the betterment of commission regulation through
study and discussion; to promote uniformity in the structure, terminology and
coordination of regulation while honoring the public interests within the charge of each
state commission, and to promote cooperation of the member commissions with each
other, with the National Association and its members and with the other regulatory
agencies.

The Conference has a Constitution, of which the latest version is Attachment No. 1.

The Conference meets semiannually – in Summer (traditionally June) in one of the 14
Western states and in November at the annual NARUC meeting. Additional meetings of
the conference may be held at the request of the President with concurrence from the
Executive Committee. At the Summer meeting annual reports are given by the President
and the Secretary/Treasurer; reports are given by each committee chair stating the
purpose of the committee (mission statement), its membership’s desire to continue the
committee and its budget request for the new fiscal year. The Conference budget for the
new fiscal year is voted upon and new officers are elected. At the November meeting
reports are given by the Secretary/Treasurer; committee chairs on their activities; other
reports as requested; the services of the Conference Coordinator are renewed; and other
matters are considered. (Coordinators Duties adopted by the Conference 11/15/2005 are
Attachment No. 2)

POLICIES

The Fiscal Year for the Conference begins October 1 and ends September 30,
(Conference Minutes 6/16/93.) The reason for changing the fiscal year from June 30 to
September 30 was to allow the annual conferences to close their accounts in the fiscal
year in which they were held. The Coordinator shall collect and deposit all Annual
Conference receipts Annual Conference reports shall be sent by the host state to the
Coordinator by September 1 of each year so the results of the conference can be
contained in the year-end report. (Conference Minutes 6/20/2006)

Responsibilities of the Conference Officers: The Secretary/Treasurer presents a
financial report at the Summer and November meetings. Said financial report is prepared
by the Conference Accountant. The Vice President assists the President by preparing the
annual meeting agenda and obtaining speakers with the assistance of all conference
commissioners; and the President makes arrangements for and manages the annual
meeting in conjunction with the Coordinator, which takes approximately fifteen months
preparation. (Conference Minutes 6/20/2006)
**Policy Governing Committees:** Conference Resolution adopted on 6/27/84 resolved that the Conference increase its role in ongoing utility regulatory matters by forming standing committees on electricity, gas, telecommunications and others as needed. (See Attachment No. 3)

**Budget:**

The Conference budget shall include the following categories: Executive Committee, Electricity, Telecommunications, Gas and Water Committees, NARUC Breakfast Meetings, Coordinator fee, travel & expenses, Accounting System, Reserve Fund for Annual Conference and Miscellaneous. The Executive Committee and Conference Membership may approve additional budget categories as needed. The reserve fund for the Annual Conference shall be maintained at $25,000. (Conference minutes 7/20/06)

To use excess funds for a broader expenditure (than a committee’s budget), approval of the Executive Committee is required. (Conference Minutes 11/11/97)

Between conferences the Executive Committee is authorized to approve up to $15,000 of unbudgeted money upon request. (Conference Minutes 6/10/98)

**Travel/Scholarship:** Funding in case of need: Members can request funds from the Conference Executive Committee. Each Conference Committee has total discretion for expenditures under its authorized budget and the amount of travel funding assistance should be determined by each state’s standards. (Conference Minutes 11/12/91)

**Annual Conference:** Each Commission hosting the Conference shall be afforded latitude regarding industry participation and sponsorship which shall be exercised with care and circumspection. Specifically, sponsorships from regulated companies shall not be used to defray the expenses or benefits of attending commissioners or others prohibited from receiving things of value from regulated companies. It shall be the goal of each conference to cover the subsequent annual budget of the Conference. (Conference Minutes, 7/20/06 and 11/14/06)

Two debit cards drawn from the Conference checking account will be established for use by the current conference hosting state and the following year conference hosting state with amounts of up to $10,000.00. Depending on circumstances, the two states will be able to access the accounts with a debit card for pre-payment of Conference expenses, thereby eliminating the need for these expenses to be covered by state funds, etc. (Conference Minutes 7/20/2006 and 11/14/06)

**Treasurer’s Report:** The Conference does not “approve” the Treasurer’s report in the minutes because it is unaudited. The minutes should reflect that the report was given. An audit of the Conference financial records shall be done every three years beginning in 2009. (Conference Minutes 6/12/96 and amended 6/20/2006)
**Bonding:** The consensus was to not have the Secretary/Treasurer and Coordinator bonded. A Motion was approved that the membership continues to require two signatures on the checks of the Conference accounts and that any change to that policy will require a vote of the membership. (Conference Minutes 11/11/97)

**Certified Public Accountant:** A Certified Public Accountant shall be hired by the Conference to process and maintain all Conference accounting functions. Included shall be accounts payable, quarterly and year-end financial statements and all tax filings.

**Accounts and Disbursements:** Conference accounts shall be in federally insured financial institutions. All checks drawn on Conference accounts shall be signed by an officer or the Conference Coordinator. All expenditures shall be approved in advance by the President in writing, by facsimile or e-mail. The Conference Coordinator shall send copies of all invoices, checks and authorizations to the Certified Public Accountant. Bank statements shall be sent by the bank directly to the Certified Public Accountant.

**Associate Membership:** At the 6/18/95 Conference the California Energy Commission was granted associate membership. A member cautioned that this action should not be considered a precedent for the Conference, but that the Conference continue to consider any future motions for association membership on a case by case basis.

**Record Retention:** It was unanimously approved that the Executive Committee would examine all past records of the Conference and, after such examination, would proceed to dispose of all such records that, in their opinion, were no longer necessary or useful; and that in consideration of the aforesaid, the Coordinator of the Conference is instructed to only keep and maintain current records of said Conference. (Executive Committee Meeting Minutes 7/1/68 to 6/30/69 amended 6/20/2006)

**PROCEDURES**

**Minutes:** The practice in the past has been to send a copy of the minutes to all commissioner members so that they may offer amendments. The minutes are finally approved at the next Conference Business Meeting.

**Selecting NARUC Second Vice President:** See Attachment No. 4 which was Agenda Item No. 10 of the Conference Meeting 6/17/97.

**Conferences:** The Coordinator will send to the host state commissions a standard check list outlining what should be submitted to the Coordinator when closing out conference accounts. (Conference Minutes 6/17/97)

**Scholarship Request Procedure from Conference Committee Chairpersons:**
(Conference Minutes 06/17/08)
Contact by telephone the appropriate Committee Chair who is responsible for his/her approved budget. Once verbal approval is granted by the Committee Chair, follow up the request via hard copy (i.e., letter, fax, or e-mail) addressed to the Committee Chair,
information copies to the Conference President, Vice President, Secretary/Treasurer and Conference Coordinator. Include the following:

   a. dollar amount requested
   b. purpose of travel
   c. dates of travel
   d. benefit to the Conference
   e. whether the scholarship will supplement any state funding.

Upon completion of travel, send copies of the receipts for all expenses to the Conference Coordinator. Include copies of all expenses, such as:

   a. state travel voucher
   b. airline ticket receipt
   c. hotel room receipt
   d. meals, at authorized State rate
   e. State rate approved mileage
   f. Transportation expenses (taxi, shuttle, etc.) If more than $15.00 include receipt.

(This list is not all-inclusive)

Upon receiving travel expenses the Committee Chair shall initial the request and send it to the President to approve and initial. The President shall then forward all receipts and vouchers to the Coordinator for payment. (Conference Minutes 6/17/2008.

Scholarship Request Procedure from the Executive Committee
(Conference Minutes 11/10/98)
If a Conference Commissioner or Staff member needs financial support to attend a function which will benefit Conference membership, but which is outside the Committee Scholarship procedure described above, the Executive Committee will have approval.
Verbal approval will be provided by the Conference President after the scholarship request has been reviewed and discussed with other Executive Committee members expedite approval, a letter, fax or e-mail request should be sent to the Executive Committee members and the Conference Coordinator. The request should include the following minimum information:

   a. dollar amount of scholarship requested
   b. purpose of travel and dates
   c. are other funds used for this travel, i.e., State funds, NARUC funds, grants of any type
   d. benefit to Conference membership

After approval of the Executive Committee is granted and travel is completed, forward all receipt documentation to the Conference Coordinator for processing of member reimbursement.