

## Federal Communications Commission

§ 0.701

any item and the record of any roll call vote. All documents considered in connection with any item will be identified in the minutes.

(b) A public file of transcripts (or minutes) of closed meetings will be maintained in the Office of the Secretary. The transcript of a meeting will be placed in that file if, after the meeting, the responsible Bureau or Office Chief determines, in light of the discussion, that the meeting could have been open to the public or that the reason for withholding information concerning the matters discussed no longer pertains. Transcripts placed in the public file are available for inspection under § 0.460. Other transcripts, and separable portions thereof which do not contain information properly withheld under § 0.603, may be made available for inspection under § 0.461. When a transcript, or portion thereof, is made available for inspection under § 0.461, it will be placed in the public file. Copies of transcripts may be obtained from the duplicating contractor pursuant to § 0.465(a). There will be no search or transcription fee. Requests for inspection or copies of transcripts shall specify the date of the meeting, the name of the agenda and the agenda item number; this information will appear in the notice of the meeting. Pursuant to § 0.465(c)(3), the Commission will make copies of the transcript available directly, free of charge, if it serves the financial or regulatory interests of the United States.

(c) The Commission will maintain a copy of the transcript or minutes for a period of at least two years after the meeting, or until at least one year after conclusion of the proceeding to which the meeting relates, whichever occurs later.

(d) The Commissioner presiding at the meeting will prepare a statement setting out the time and place of the meeting, the names of persons other than Commission personnel who were present at the meeting, and the names of Commission personnel who participated in the discussion. These statements will be retained in a public file in the Minute and Rules Branch, Office of the Secretary.

[42 FR 12867, Mar. 7, 1977, as amended at 71 FR 15618, Mar. 29, 2006]

## Subpart G—Intergovernmental Communication

SOURCE: 66 FR 8091, Jan. 29, 2001, unless otherwise noted.

### § 0.701 Intergovernmental Advisory Committee.

(a) *Purpose and term of operations.* The Intergovernmental Advisory Committee (IAC) is established to facilitate intergovernmental communication between municipal, county, state and tribal governments and the Federal Communications Commission. The IAC will commence operations with its first meeting convened under this section and is authorized to undertake its mission for a period of two years from that date. At his discretion, the Chairman of the Federal Communications Commission may extend the IAC's term of operations for an additional two years, for which new members will be appointed as set forth in paragraph (b) of this section. Pursuant to Section 204(b) of the Unfunded Mandates Reform Act of 1995, 2 U.S.C. 1534(b), the IAC is not subject to, and is not required to follow, the procedures set forth in the Federal Advisory Committee Act, 5 U.S.C., App. 2 (1988).

(b) *Membership.* The IAC will be composed of the following 15 members (or their designated employees): Four elected municipal officials (city mayors and city council members); two elected county officials (county commissioners or council members); one elected or appointed local government attorney; one elected state executive (governor or lieutenant governor); three elected state legislators; one elected or appointed public utilities or public service commissioner; and three elected or appointed Native American tribal representatives. The Chairman of the Commission will appoint members through an application process initiated by a Public Notice, and will select a Chairman and a Vice Chairman to lead the IAC. The Chairman of the Commission will also appoint members to fill any vacancies and may replace an IAC member, at his discretion, using the appointment process. Members of the IAC are responsible for travel and other incidental expenses incurred while on IAC business and will

not be reimbursed by the Commission for such expenses.

(c) *Location and frequency of meetings.* The IAC will meet in Washington, DC four times a year. Members must attend a minimum of fifty percent of the IAC's yearly meetings and may be removed by the Chairman of the IAC for failure to comply with this requirement.

(d) *Participation in IAC meetings.* Participation at IAC meetings will be limited to IAC members or employees designated by IAC members to act on their behalf. Members unable to attend an IAC meeting should notify the IAC Chairman a reasonable time in advance of the meeting and provide the name of the employee designated on their behalf. With the exception of Commission staff and individuals or groups having business before the IAC, no other persons may attend or participate in an IAC meeting.

(e) *Commission support and oversight.* The Chairman of the Commission, or Commissioner designated by the Chairman for such purpose, will serve as a liaison between the IAC and the Commission and provide general oversight for its activities. The IAC will also communicate directly with the Chief, Consumer & Governmental Affairs Bureau, concerning logistical assistance and staff support, and such other matters as are warranted.

[68 FR 52519, Sept. 4, 2003]

## PART 1—PRACTICE AND PROCEDURE

### Subpart A—General Rules of Practice and Procedure

#### GENERAL

##### Sec.

- 1.1 Proceedings before the Commission.
- 1.2 Declaratory rulings.
- 1.3 Suspension, amendment, or waiver of rules.
- 1.4 Computation of time.
- 1.5 Mailing address furnished by licensee.
- 1.6 Availability of station logs and records for Commission inspection.
- 1.7 Documents are filed upon receipt.
- 1.8 Withdrawal of papers.
- 1.10 Transcript of testimony; copies of documents submitted.
- 1.12 Notice to attorneys of Commission documents.

- 1.13 Filing of petitions for review and notices of appeals of Commission orders.
- 1.14 Citation of Commission documents.
- 1.16 Unsworn declarations under penalty of perjury in lieu of affidavits.
- 1.17 Truthful and accurate statements to the Commission.
- 1.18 Administrative Dispute Resolution.
- 1.19 Use of metric units required.

#### PARTIES, PRACTITIONERS, AND WITNESSES

- 1.21 Parties.
- 1.22 Authority for representation.
- 1.23 Persons who may be admitted to practice.
- 1.24 Censure, suspension, or disbarment of attorneys.
- 1.25 [Reserved]
- 1.26 Appearances.
- 1.27 Witnesses; right to counsel.
- 1.28–1.29 [Reserved]

#### PLEADINGS, BRIEFS, AND OTHER PAPERS

- 1.41 Informal requests for Commission action.
- 1.42 Applications, reports, complaints; cross-reference.
- 1.43 Requests for stay; cross-reference.
- 1.44 Separate pleadings for different requests.
- 1.45 Pleadings; filing periods.
- 1.46 Motions for extension of time.
- 1.47 Service of documents and proof of service.
- 1.48 Length of pleadings.
- 1.49 Specifications as to pleadings and documents.
- 1.50 Specifications as to briefs.
- 1.51 Number of copies of pleadings, briefs and other papers.

#### FORBEARANCE PROCEEDINGS

- 1.52 Subscription and verification.
- 1.53 Separate pleadings for petitions for forbearance.
- 1.54 Petitions for forbearance must be complete as filed.
- 1.55 Public notice of petitions for forbearance.
- 1.56 Motions for summary denial of petitions for forbearance.
- 1.57 Circulation and voting of petitions for forbearance.
- 1.58 Forbearance petition quiet period prohibition.
- 1.59 Withdrawal or narrowing of petitions for forbearance.

#### GENERAL APPLICATION PROCEDURES

- 1.61 Procedures for handling applications requiring special aeronautical study.
- 1.62 Operation pending action on renewal application.
- 1.65 Substantial and significant changes in information furnished by applicants to the Commission.