

RCA Certificate No. 9001	ER6  Page 1 of 5	Commission's Date of Receipt Stamp <div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>INFORMATIONAL FILING ONLY</b>   <b>RECEIVED 12/12/22</b> </div>
<b>Railbelt Reliability Council</b>		

**PUBLIC MEETINGS RULE**

**Table of Contents**

1.0	PURPOSE & SCOPE .....	1
2.0	DEFINITIONS .....	1
3.0	RESPONSIBILITIES OF KEY PERSONNEL.....	1
4.0	MEETINGS REQUIREMENTS AND NOTICE TO THE PUBLIC .....	2

**1.0 PURPOSE & SCOPE**

The RRC’s Public Meetings Rule governs scheduling, accessibility, and types of meetings of the Board, Board Committees, and RRC Committees. Meetings must be scheduled and noticed according to this rule to ensure the RRC operates transparently and openly.

This rule applies to the Board, Board Committees, and RRC Committees.

**2.0 DEFINITIONS**

Term	Definition
Board	RRC Board of Directors
Board Committee	A committee of the RRC Board, as provided in RRC Bylaws Section 2.4 – Board Committees
RCA	Regulatory Commission of Alaska
RRC	Railbelt Reliability Council
RRC Committee	A committee, subcommittee, working group, task force, advisory committee, or other topic-specific group of the RRC, other than a Board Committee, that plays a role in RRC decision making

**3.0 RESPONSIBILITIES OF KEY PERSONNEL**

Title	Responsibilities
Board Chair	Oversees Board compliance with this policy
Board Committee Chair	Oversees Board Committee compliance with this policy
RRC Committee Chair	Oversees RRC Committee compliance with this policy

<b>Rule Letter ER2-9001</b>	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b>  January 26, 2023
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RCA Certificate No. 9001	ER6  Page 2 of 5	<p style="text-align: right;"><u>Commission's Date of Receipt Stamp</u></p> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <p><b>INFORMATIONAL FILING ONLY</b></p> <p><b>RECEIVED 12/12/22</b></p> </div>
<b>Railbelt Reliability Council</b>		

Title	Responsibilities
Responsible Officer	The Board Chair, Board Committee Chair, RRC Committee Chair or their designees responsible for requirements of this rule

#### 4.0 MEETINGS REQUIREMENTS AND NOTICE TO THE PUBLIC

All Board, Board Committee, and RRC Committee meetings are public, although the entirety of the meeting may not be. Meetings will be held in person, telephonically, or by utilizing an Internet-based virtual meeting platform. All portions of meetings open to the public will be recorded electronically.

The Board, Board Committees, and RRC Committees shall issue advance public notice of all meetings, on the RRC website and by any other means the RRC determines to be appropriate, in accordance with the Public Notice Rule (ER7) except as provided in Section 4.4.1 of this rule. Notice for all meetings other than emergency meetings must be published at least fourteen (14) days before the meeting, except for Board meetings providing for an amendment or modification of the Articles of Incorporation or Bylaws in which case notice shall be issued, on the RRC website and by any other means the Board determines to be appropriate, at least thirty (30) days in advance of the meeting and must include drafts of the proposed amendments or modifications. Notice for all meetings must include:

1. The meeting date, time, and place;
2. An agenda with links to accompanying resolutions and other public documentation if applicable (special meeting agendas shall allow for no other business to be conducted than the business issues explicitly stated in the meeting agenda); and
3. Specific instructions to the public for accessing the meeting by electronic or in-person means and for providing public comment.

All Board, Board Committees, or RRC Committee meetings must provide opportunity for public comment as detailed in the RRC Public Comment & Meeting Attendance Policy (P-03). The Board may restrict public comment as necessary at emergency meetings when immediate action is imperative.

#### 4.1 Regular Meetings

A Board, Board Committee, or RRC Committee meeting is considered a regular meeting if it is regularly scheduled on a recurring basis. The Responsible Officer must keep on file a schedule showing the date, time, and place of regular meetings. The regular schedule for all meetings will be posted to the RRC website.

Rule Letter ER2-9001	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b> <div style="text-align: right;"><small>January 26, 2023</small></div>
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RCA Certificate No. 9001	ER6  Page 3 of 5	<u>Commission's Date of Receipt Stamp</u> <b>INFORMATIONAL FILING ONLY</b> <b>RECEIVED 12/12/22</b>
<b>Railbelt Reliability Council</b>		

If a Board, Board Committee, or RRC Committee revises its schedule of regular meetings, the Responsible Officer must issue public notice of the revised schedule, in accordance with the Public Notice Rule (ER7), at least fourteen (14) calendar days before the first meeting to which the new schedule applies.

#### 4.2 Ad Hoc Meetings

An ad hoc meeting of the Board, a Board Committee, or an RRC Committee is a meeting that is not listed on the schedule of regular meetings and that is not an emergency or special meeting, and that is noticed with an agenda allowing for normal and other business. An ad hoc meeting shall not replace a regular meeting but may allow for conduct of regular business. Ad hoc meetings are subject to the requirements for regular meetings as provided in Section 4.1 of this policy. Ad hoc meetings should be minimized to the extent possible.

#### 4.3 Special Meetings

If the Board, Board Committee, or RRC Committee calls a meeting to address a single business issue or limited related business issues, and this meeting is (1) not listed on the schedule of regular meetings and is (2) not an emergency meeting, that meeting is a special meeting. The business transacted at a special meeting is limited to the business purpose or purposes stated in the notice of the meeting, and no other business or comment shall be entertained at that meeting.

#### 4.4 Emergency Meetings

An emergency meeting is one called because of unexpected circumstances that require immediate consideration or action by the Board, Board Committee, or RRC Committee. Emergency meetings shall be kept to a minimum, only address time-sensitive issues limited in scope to a single topic, and follow the requirements of the RRC's Public Comment & Meeting Attendance Policy (P-03). The Board may restrict public comment as necessary at emergency meetings when immediate action is imperative. Emergency meetings may be called as follows:

- **Emergency Board meetings** – may be called if any two (2) Board officers agree that an emergency requiring Board action exists. The two (2) Board officers will notify the Board and the CEO in writing of the need for an emergency Board meeting.
- **Emergency Board Committee meetings** – may be called if any two (2) Board Committee members agree that an emergency requiring Board Committee action exists. The two (2) Board Committee members will notify the Board Committee and the CEO in writing of the need for an emergency Board Committee meeting.

Rule Letter ER2-9001	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b> January 26, 2023
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RCA Certificate No. 9001	ER6  Page 4 of 5	<b>Commission's Date of Receipt Stamp</b> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>INFORMATIONAL FILING ONLY</b>   <b>RECEIVED 12/12/22</b> </div>
<b>Railbelt Reliability Council</b>		

- **Emergency RRC Committee meetings** – may be called if both the RRC Committee Chair and CEO agree that an emergency requiring RRC Committee action exists. In the case that the RRC Committee Chair and CEO are the same person, the CEO and Board Chair must agree that an emergency requiring RRC Committee action exist.

#### 4.4.1 Notice of Emergency Meetings

Notice for emergency meetings will be published according to the Public Notice Rule (ER7), except as provided below, immediately after an emergency meeting is scheduled, and in no case less than twelve (12) hours before the emergency meeting is scheduled to begin. The following are emergency meeting notice requirements:

- A notice of the emergency meeting will be distributed to all Board directors or RRC committee members, as applicable, and posted on the RRC website and sent via an electronic mail listserv maintained by the RRC (registration for the listserv is accessible at [www.akrrc.org](http://www.akrrc.org)) at least twelve (12) hours prior to the scheduled start time of the emergency meeting;
- The notice shall include the time, place, and purpose of the meeting, including a description of the emergency for which a meeting is required, and specific instructions to the public for accessing the meeting by electronic or in-person means and for providing public comment. If an agenda is unavailable at the time notice is published, the agenda with links to accompanying resolutions and other public documentation shall be publicly posted on the RRC website as soon as the agenda is available; and
- Within seven (7) days after the emergency meeting, the Responsible Officer shall cause to be noticed to the public the agenda, minutes, recording, and transcript of that meeting. Said notice shall be addressed as “Old Business” at the next regular meeting of the Board, Board Committee, or RRC Committee holding the emergency meeting.

#### 4.5 Executive Session

RRC meetings are open to the public so that RRC actions may be taken and deliberations conducted openly. However, there may be topics and discussions that could cause harm to the RRC or a registered entity if the information discussed were made publicly available; portions of meetings addressing such topics will be private and are called “executive sessions.” The Board, Board Committees, and RRC Committees shall minimize executive sessions to the extent possible. Permitted topics for executive session shall be limited to topics that could cause harm to the RRC or a registered entity if the information discussed were made publicly available and shall be narrowly construed to effectuate openness and avoid potentially unnecessary executive sessions.

Rule Letter ER2-9001	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b>  January 26, 2023
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RCA Certificate No. 9001	ER6  Page 5 of 5	<b>Commission's Date of Receipt Stamp</b> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>INFORMATIONAL FILING ONLY</b>   <b>RECEIVED 12/12/22</b> </div>
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Executive sessions may be held during Board, Board Committee and RRC Committee meetings and will be authorized as provided in this rule and Bylaws Section 2.3.4 – Executive Sessions (available at [www.akrrc.org](http://www.akrrc.org)), as applicable. Executive sessions must comply with the Confidential Documents and Access Rule (ER4), and other RRC rules and policies.

Executive sessions of RRC Committees may be held when the RRC Committee Chair, with approval of the CEO, determines the need to discuss confidential matters as outlined in the Confidential Documents and Access Rule (ER4). If the RRC Committee Chair is the CEO, the CEO must obtain approval of the Board Chair.

For executive sessions required at Board, Board Committee, and RRC Committee meetings, the meeting shall first be convened as a public meeting. Prior to entering executive session, there shall be a clear and specific description of the subject of the executive session to provide the public with as much information as possible about the proposed discussion without defeating the purpose of addressing the topic in private. Boilerplate recitals of potential harm are insufficient. Topics may not be considered at the executive session except those mentioned in the description for the executive session unless auxiliary to the main topic. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. Actions taken contrary to this section are voidable by the Board.

Rule Letter ER2-9001	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b> January 26, 2023
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