

***Resolution to Revise “Guidelines for the Administration of NARUC Sponsored Events”***

**BE IT RESOLVED**, That the Board of Directors of the National Association of Regulatory Utility Commissioners (NARUC), convened in its 2006 Summer Meetings in San Francisco, California, approves the revisions to the Association’s “Guidelines for the Administration of NARUC Sponsored Events,” (**NARUC Membership Directory** (February 2006) at pp. 255-257) as reflected below.

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***Sponsored by the Executive Committee***

***Adopted by the NARUC Board of Directors August 2, 2006***

**Revision highlighted in underlined italics**

***Guidelines for the Administration of  
NARUC Sponsored Events***

The following guidelines shall apply to the administration of all conferences, workshops, committee retreats, and other events when the NARUC is the primary sponsor. These guidelines shall not apply to the meetings of NARUC affiliates or committee or staff. NARUC supports solicitation of a broad range of ideas from diverse viewpoints in any event or meeting sponsored or endorsed by the Association.

**Sponsorship:** Events shall be deemed to be officially sponsored by the NARUC in those instances when the NARUC Board of Directors has expressly approved such sponsorship. The Executive Committee may approve a sponsorship in those instances when presenting the question to the next meeting of the Board of Directors is not possible due to time sensitivity. All operations involving NARUC financial commitments shall be approved by the NARUC staff acting under the general supervision of the Officers and the Board of Directors. Co-sponsors of such events shall work with the NARUC staff to assure compliance with these guidelines.

**Standing Committee Recommendation:** Whenever time constraints allow, any request for NARUC to sponsor an event shall be referred to the relevant Standing Committee for a recommendation. The Chair, in consultation with the members of the committee, shall consider, at a minimum, the following criteria in determining whether to recommend NARUC’s sponsorship:

- Timing of the event and the likely impact on attendance at other NARUC-sponsored events.
- The reason NARUC is being solicited to co-sponsor the event.
- The level of staff or other resources NARUC is likely to divert to support the event or is being specifically asked to contribute to support the event.
- Whether the event is likely to add value to NARUC’s membership or reputation.
  - o Likely degree of NARUC member participation at event.
  - o Subject matter’s relevance to members’ duties/NARUC’s mission, goals and priorities.
  - o Given the political and social climate at the locus of the event, if sponsorship will enhance NARUC’s image in the regulatory community.
- Whether the event is national, as opposed to regional, in scope.
- Whether other sponsors are commercial, as opposed to non-profit, entities.

- Whether other sponsors are regulated or affiliated with regulated entities.

The Chair should reference these criteria and their impact in any oral or written recommendation to the Executive Committee.

**Scheduling:** The scheduling of more than one NARUC sponsored event on any given date shall be discouraged. The NARUC shall not sponsor an event which conflicts with a previously announced sponsored event without the approval of the Board of Directors. The Executive Committee shall not approve a proposed sponsorship request that conflicts with any scheduled meeting of the Association, including the Winter and Summer Committee Meetings, the Annual Convention, or the annual meeting of any regional affiliate organization.

**Location:** The NARUC Meetings Director will investigate locations and probable dates for all NARUC meetings, including the Annual Convention and make recommendations to the Board of Directors.

**Promotion:** The NARUC shall utilize a mix of reasonable means to promote attendance at NARUC sponsored events including publication in the NARUC Bulletin, mailings, distribution of promotional literature at NARUC events, and publication of notice of the event on the NARUC internet home page.

**Registration:** The processing of receipts and expenses for NARUC sponsored events shall conform to the record keeping requirements of the NARUC Treasurer and external auditor.

**Finances and Budgeting:** A budget shall be established for all NARUC sponsored events. The budget shall be based on reasonable expectations of attendance and shall conform to the funding restrictions imposed by the NARUC Board of Directors at the time of sponsorship. Appropriate reductions in expenditures shall be made if and when it is clear that attendance at the event will fall short of expectations.

All expenses shall be made in consultation with the NARUC Treasurer or other NARUC staff member identified by the Executive Director. All event revenues and expenses shall be documented with appropriate receipts in conformance with the requirements of the NARUC Treasurer and external auditor.

**Contractual Assistance:** The use of outside professional assistance (consultants) for the administration of NARUC sponsored events shall be discouraged unless there is a compelling need for such services. In those instances where such assistance is required, the NARUC guidelines for the selection of consultants shall be observed.

**Contracts:** All contracts executed in the name of the NARUC shall be signed by the NARUC Executive Director, or the Executive Director authorized designee in accordance with the limitations on such delegations specified in NARUC's Internal Procedures Manual. Oral contracts are prohibited.

**Audio Visual Expenses:** Event organizers shall attempt to minimize expenditures for audio visual equipment by restricting the use of excessive equipment and by ordering audio visual equipment from a vendor other than the in-house vendor at the hotel when it is cost effective to do so.

**Travel Expenses:** Reimbursements to NARUC staff who travel to sponsored events shall conform to the policies set forth in the most recent edition of the NARUC Office Manual. Reimbursements to speakers who travel to NARUC sponsored events shall be discouraged. In those instances when speaker travel expenses are to be reimbursed, the amount of the reimbursement shall be based on a clear understanding in advance of the travel expenses to be so reimbursed by the NARUC Treasurer and the speaker.

**Reimbursement for NARUC Expenses:** The NARUC shall be reimbursed from event revenues for all expenses associated with the administration of NARUC sponsored events, including travel. To the extent that NARUC staff assist in the administration of NARUC sponsored events, the NARUC shall be reimbursed for each hour of such staff assistance plus a pro-rata portion of the annual fringe benefits earned by such employees. The calculation for hourly staff costs and fringe benefit expenses shall conform to the accounting techniques used with respect to the Federal grant awards to the NARUC.

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*Adopted by the NARUC Executive Committee, July 24, 1996, amended by the 110<sup>th</sup> NARUC Annual Convention on November 9, 1998 and by the NARUC Board of Directors on March 10, 2004.*