



## **Oil & Gas Conservation Commission Meeting Guidelines**

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In accordance with [Executive Order 2020-02, Transparency in Agency Guidance Documents](#), guidance documents promulgated by the department are not new laws. They represent an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

### **Agency Contact**

Division Administrator – Minerals, Public Trust, Oil & Gas, Boise Staff Office

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### **GUIDELINE 1. DEFINITIONS**

- 1.a. "Commission" means the Idaho Oil and Gas Conservation Commission.
- 1.b. "Secretary" means the Secretary to the Commission and the Division Administrator-Minerals, Public Trust, Oil & Gas
- 1.c. "Department" means the Department of Lands.

### **GUIDELINE 2. GENERAL PROVISIONS**

- 2.a. Procedure governed. These guidelines shall govern all practice and procedure before the Commission during regular and special meetings of the Commission. Contested case hearings held by the Commission, or the Department, are addressed in Section 6.c.
- 2.b. The principal offices of the Commission and the Department are located in or near the Statehouse Mall, presently 300 North 6th Street, Suite 103, Boise, Idaho 83702.

2.c. Written communications and documents concerning any matter covered by these guidelines should be addressed to the Secretary, Oil and Gas Conservation Commission, Idaho Department of Lands, PO Box 83720, Boise, Idaho 83720-0050. All communications and documents are deemed to be officially received when delivered to the Commission's principal office.

2.d. Identification. Communications should be specific to the subject(s) at issue and should be identified by the name and address of the communicant. When the subject matter pertains to a proceeding, the proceeding should be identified by appropriate name, number, or otherwise.

2.e. Liberal construction. These guidelines shall be liberally construed to secure just, speedy, and economical determination of all issues before the Commission.

### **GUIDELINE 3. MEETINGS**

3.a. The Commission's regular meetings shall be held quarterly, with a regular meeting taking place in February, May, August, and November provided that a quorum of the Commission is present. Meeting dates, times, and locations are subject to change at the Commission's discretion.

3.b. Special meetings, as defined by Idaho Code § 74-204(2), may be held at such times and places as the Commission may designate on the call of the Chairman, Secretary, or a majority of the Commission.

3.c. Executive sessions. The Secretary or any member of the Commission may request an executive session in accordance with the Open Meeting Law, Idaho Code §§ 74-201 through 74-208.

### **GUIDELINE 4. MEETING AGENDA**

4.a. Meeting agenda. The Chairman or the Secretary may place an item on the agenda for the Commission to consider. Other commissioners may request the Chairman place an item on the agenda at least ten (10) days before the meeting. Only the Chairman or the Secretary may request a late addition to the agenda (supplemental agenda item). Supplemental agenda items may only be considered upon a majority vote of the Commission.

4.b. Upon written notice to the Chairman and the Secretary, any member who will not be present at a meeting may request to have an item removed from that meeting's agenda and that item shall not be considered. However, that item shall be considered at the next meeting of the Commission unless the Commission agrees to further postponement.

4.c. Each meeting agenda will reflect the items the Commission will take public comment on. The Chairman has discretion on whether to allow public comment on other agenda items at the Commission's meetings. The Chairman may place reasonable time limits on those comments.

4.d. The public may request that the Commission add an agenda item. Those requests should be addressed to the Secretary and made in writing at least thirty (30) days before the next regularly scheduled meeting. Each request shall identify the specific subject of the proposed agenda items and include all supporting documents. Appearances before the Commission should follow Guideline 5.a.

## **GUIDELINE 5. APPEARANCES**

5.a. Appearances before the Commission. Any person or entity may appear before the Commission to request action, review, or special attention of the Commission on any matter within the Commission's statutory responsibilities. However, on all matters within the Department's authority, the person or entity should first exhaust all remedies within the Department. Any appearance shall be scheduled on the meeting agenda in accordance with Guideline 4.a. or 4.d and shall not conflict with the rules concerning hearings or litigation on the same matter.

5.b. When an item before the Commission draws a substantial number of visitors having identical or similar views, the Chairman may ask the group to designate one or two speakers to represent the views of the entire group in the interest of time. If several speakers still wish to be heard, the Chairman shall advise the audience how much time will be available for such speaker's presentation.

## **GUIDELINE 6. CONDUCT OF MEETINGS**

6.a. Presiding officer. The Commission shall annually elect a Chairman and Vice-Chairman. Idaho Code § 47-314(3). The Chairman shall preside at all Commission meetings. If the Chairman is absent, the Vice-Chairman shall preside.

6.b. Rules of order. In general, meetings of the Commission shall be conducted in an informal manner under Roberts Rules of Order. However, the Commission may suspend those rules at any time by unanimous consent of the members present in order to conduct the business of the Commission in a timely and expeditious manner.

6.c. Contested case hearings. The Commission and Department's contested case hearings are governed by the Oil and Gas Conservation Act (Chapter 3, title 47, Idaho Code), the Idaho Administrative Procedure Act, (Chapter 52, title 67, Idaho Code), Idaho Rules of Administrative Procedure of the Attorney General (IDAPA 04.11.01), to the extent that the Rules of Administrative Procedure are not superseded by Oil and Gas Conservation Act, and the Rules Governing Conservation of Oil and Natural Gas in the State of Idaho (IDAPA 20.07.02).

## **GUIDELINE 7. POLICY REVIEW**

Periodic review of Commission policies. The Commission may review its policy and practices from time to time upon the motion of any member or petition of the Secretary.

## **GUIDELINE 8. COMMISSION COMMITTEES AND SUBCOMMITTEES**

Commission committees or subcommittees. From time to time the Chairman or a quorum of the Commission may create committees to handle specific matters before the Commission or the Department. Committees shall consist of two members of the Commission, appointed by the Chairman of the Commission. Committees are empowered only to investigate issues, advise the Department and recommend policy or action to the full Commission. From time to time the Chairman, or a quorum of the Commission, may appoint outside, interested parties to a committee to obtain the perspectives of others. Such appointments shall be non-voting and shall terminate when the specific issue for which appointment was made has been considered by the full Commission.

## **GUIDELINE 9. PUBLIC NOTICE – MEETING NOTICES AND AGENDAS**

9.a. Meeting Notices and Agendas. The Oil and Gas Division located at the Idaho Department of Lands will maintain a subscription list for selected information pertaining to notices and agendas of the Commission's meetings. Interested parties may be placed on this list by sending a written request including name, address, e-mail address, and telephone number to:

Secretary to the Oil and Gas Conservation Commission  
Idaho Department of Lands  
300 North 6th Street, Suite 103  
P.O. Box 83720  
Boise, Idaho 83720-0050

Request can also be submitted to [comments@idl.idaho.gov](mailto:comments@idl.idaho.gov).

9.b. Public Records. Additional information pertaining to the above items, if available, will be provided according to procedures governed by the Idaho Public Records Law (Idaho Code §§ 74-101 through 74-126) upon request at prevailing Department costs.