



MEMO

To : POLICY AND PROCEDURE COMMITTEE **Date:** December 3, 2013
DAVID WILSON, CHAIR
GLENN STEVENS, MEMBER

From : WILLIAM G. BRENNAN
ROBIN PARKER

Subject: ANNUAL REPORT CONCERNING BOARD ADOPTED POLICIES

Over the years, the Board has adopted a wide range of policies pertaining to Board operations. While these policies do not have the force of law, they serve as guides to the Board and staff. In addition, they may be modified or waived as the Board determines appropriate. The staff has consolidated the policies into a single document for purposes of consistency and to educate new members.

The enclosed summary provides the Committee with an opportunity to review the policies and suggest changes as deemed appropriate. The changes from 2012 are noted in underline and strikeout font. The following highlights the substantive changes to the Board's policies that occurred during 2012:

- For all merits hearings and dispositive motions, court reporting costs will be allocated as follows:
 - For the first hearing day, the Board will be responsible for arranging reporting services, paying for the reporter's appearance fee, the delivery fee and any other costs, and the Board's cost of the original plus one copy of the hearing transcript. Counsel will remain responsible for purchasing their own transcript, if desired.
 - For each subsequent day, the Board will arrange reporting services and will order the parties, on an equal basis, to reimburse the Board for reporter appearance fees, the delivery fee and any other costs, and the Board's cost of the original plus one copy of the hearing transcript. Counsel will remain responsible for purchasing their own transcript(s), if desired.
 - In any other instance, where any party or parties deem reporting services necessary (including requests for reporter's appearance and for transcripts), the requesting party (or parties on any basis they agree upon) will be responsible for arranging reporter services and will be responsible for payment to the reporting service of reporter appearance fees, the delivery

fee, and any other costs. Counsel can utilize the Board's contracted reporting service but are not required to do so. The requesting party or parties will also be responsible for providing the Board with a certified copy of the transcript. Counsel will remain responsible for purchasing their own transcript(s), if desired.

These revisions apply to each protest that begins the first day of a merits hearing after March 31, 2012.

- The Vision Statement was amended to reflect the cost reduction to California taxpayers by having new motor vehicle industry disputes resolved by the Board.

This matter is being agendaized for informational purposes only and no Board action is required.

If you have any questions or require additional information, please do not hesitate to contact me at (916) 324-6197 or Robin at (916) 323-1536.

Enclosures

cc: Ramon Alvarez C.