ADVOCACY ACADEMY · NA1

The Proceeding Map

Map any formal proceeding about a project where you live: who applies, who decides, the two records, and the public windows in each.

The project

Project and applicant
The project's name, and who is proposing it (a utility, a developer, an agency).

The decision-maker
The public body that actually decides: a regulator, a planning commission, a board. Not the applicant.

Proceeding name or number
The docket or application number once there is one, and where it is posted.

The two records

The decision record
Where filings, rulings and public comments on the decision itself are posted (for example, the CPUC docket card).

The environmental review
Where the environmental documents and their notices are posted, and who is preparing them.

The windows

Next window to write
The next written-comment opportunity in either record, and the date it opens or closes. Take dates from the notice, never from memory.

Next window to speak
The next scoping meeting or public hearing, with date and place if known.

Short deadlines to watch
Protest windows, prehearing conferences, anything with a clock measured in days.

Who to ask

Procedural help

The public advisor, clerk or planner whose job is to answer procedural questions, and how to reach them.

My questions for them

Every procedural question you would otherwise guess at.

Before the first deadline

- [ ] I know who decides, and it is not the applicant
- [ ] I know which record each of my points belongs in
- [ ] I have the next written and spoken window on my calendar
- [ ] I have asked the public advisor or clerk my procedural questions
- [ ] I have read the applicant's own case, in its own words