

**Telecommunications Public Purpose Program Administrative Committee Vacancy
Nomination Guidelines and Process for Filling Vacancies
(Dated: February 1, 2022)**

[PUBLIC-VERSION – MAY BE SHARED WITH COMMITTEE MEMBERS]

The following process should be applied when filling administrative committee vacancies for the CPUC-administered telecommunications public purpose (universal services) programs.

The programs that have accompanying administrative committees are as follows:

- California High Cost Fund-A (CHCF-A)
 - California High Cost Fund-A Administrative Committee (CHCFA-AC)
- California High Cost Fund-B (CHCF-B)
 - California High Cost Fund-B Administrative Committee (CHCFB-AC)
- California Teleconnect Fund (CTF)
 - California Teleconnect Fund Administrative Committee (CTF-AC)
- Universal Lifeline Telephone Service (Lifeline)
 - Universal Lifeline Telephone Service Trust Administrative Committee (ULTS-AC or LifeLine AC)
- Deaf and Disabled Telecommunications Program (DDTP)
 - Telecommunications Access for the Deaf and Disabled Administrative Committee (TADDAC)¹

I. CHCFA-AC, CHCFB-AC, CTF-AC, and ULTS-AC

The CHCFA-AC, CHCFB-AC, CTF-AC, and ULTS-AC charters all have the same following provision regarding member vacancies:

3.6 Vacancies. The organizations or constituencies whose seat is vacated shall nominate individuals to fill that vacancy, and the selection and approval of the individual to fill that vacancy shall be made by the Commission’s Executive Director. If the Committee is unable to identify a suitable candidate to fill the vacancy for any reason, the Commission or Executive Director may appoint a member of the class from which the vacancy occurs.

Pursuant to Section 3.6 Vacancies provision, the process for filling the CHCF-A, CHCF-B, CTF and LifeLine Administrative Committee member vacancies is as follows:

1. The Administrative Committee shall request the organization or the constituency whose seat is vacant to nominate an individual to fill the vacancy.

¹ TADDAC’s (DDTP) charter has a different provision for filling vacancies than the public purpose programs discussed herein. For any questions regarding TADDAC, please contact CD.

2. At a duly noticed meeting, the Administrative Committee shall discuss and vote on the nomination.
3. If the nomination is approved by a majority of the Administrative Committee members, the Administrative Committee Chairperson shall submit a letter of nomination to the Executive Director for approval and appointment.
4. If the nomination is not approved by a majority of the Administrative Committee members, the Administrative Committee shall do the following:
 - a. Request the organization or the constituency whose seat is vacant to nominate another individual to fill the vacancy and repeat Step 2 above.
 - b. If the organization or the constituency whose seat is vacant is unable to nominate another individual, the Administrative Committee shall nominate an individual to fill the vacancy and repeat Step 2 above.
 - c. If the Administrative Committee is unable to nominate an individual, the Executive Director may appoint an individual to fill the vacancy.
5. In response to the nomination letter submitted by the Administrative Committee Chairperson to the Executive Director, the Executive Director will send a letter to the Administrative Committee Chairperson providing disposition on the nomination request and provide a copy of the letter to the Communication Division program staff.

PUBLIC ADVOCATES OFFICE EXCEPTION: A representative of the Commission's Public Advocate Office (PAO) does not need to obtain approval from any of the Administrative Committees to be seated. PAO does, however, have an obligation to inform the Chair of the respective Administrative Committee when PAO appoints a new representative to that Administrative Committee. The Chair of the respective Administrative Committee shall submit a letter of PAO nomination to the Commission's Executive Director for approval.