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**CHAPTER 601. ADMINISTRATION**

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**§ 601.010. Commission quorum; action; disqualification.**

(a) For the purpose of computing the quorum required for actions, determinations or dispositions by the Commission: when a single Commissioner has disqualified himself or is otherwise not available, a quorum shall consist of the two remaining Commissioners; when two Commissioners have disqualified themselves, a quorum shall consist of the single remaining Commissioner; where all three members of the Commission have disqualified themselves, a hearing examiner shall be designated by the Commission and the hearing examiner’s findings, conclusions and recommended order, determination or disposition shall be adopted by the Commission.

(b) Hearings shall be held before the Commission, a member or members thereof, or a Hearing Examiner as provided in this chapter; Commission action, determinations or dispositions as a result of any hearing shall be made at any meeting of the Commission at which a quorum, determined as set forth in subsection (a) is present. Where a hearing has been conducted before less than the full three-member Commission, all Commissioners not present at any such hearing shall render their decision on the basis of a review of all pleadings, briefs and other papers filed in the matter and on the basis of the transcript and exhibits produced at such hearing.

(c) Commissioners may disqualify themselves from participating in any hearing or decision thereon or in any other action, determination or disposition on grounds of prejudice and bias in a particular matter, or for other good cause.

**Source**

The provisions of this § 601.010 adopted January 17, 1975, effective January 18, 1975, 5 Pa.B. 105.

**§ 601.020. Secretary, Assistant secretaries.**

(a) The Secretary of the Commission shall attend all meetings of the Commission; keep the minutes of such meetings in one or more books provided for that purpose; be custodian of the public records of the Commission and of all orders or other documents and instruments, the execution of which on behalf of the Commission under its seal is duly authorized in accordance with the provisions of the act and this part, sign orders, subpoenas, other documents and instruments the issuance and execution of which on behalf of the Commission shall have been duly authorized in accordance with the provisions of the act and the regulations adopted thereunder or as provided in an order, approval or other direction of the Commission; have general charge of the public files and public records of the Commission; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Commission. The Secretary shall keep in safe custody the seal of the Commission.

(b) The Assistant Secretaries as thereunto authorized by the Commission may sign (under seal) orders, subpoenas and other documents and instruments the issuance and execution of which on behalf of the Commission is duly authorized in accordance with the provisions of the act and the regulations adopted thereunder or as provided in any order, approval, or other direction of the Commission.

**Source**

The provisions of this § 601.020 adopted January 17, 1975, effective January 18, 1975, 5 Pa.B. 105.

**§ 601.030. [Reserved].**

**§ 601.040. [Reserved].**

**§ 601.050. [Reserved].**

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