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**DRAFT REVISIONS** as of  
April 13, 1998

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**GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE**

**Procedures for GISB Executive Committee Subcommittees**

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6 The following are general procedures of GISB Executive Committee Subcommittees and are intended to  
7 guide such subcommittee operations. Where specific procedures for a subcommittee exist and have  
8 been approved by the Executive Committee, the applicable, specific procedures are intended to guide the  
9 operations of the subcommittee in lieu of these generally applicable procedures.

10 **I. Establishment of Subcommittees**

- 11 **A.** Subcommittees are voluntary committees set up at the pleasure of the Executive  
12 Committee ("EC") to perform various functions as set for the in the Bylaws and as may  
13 be determined by the EC from time to time. The scope and activities of any  
14 Subcommittee shall be determined by the EC.
- 15 **B.** The EC will prepare a written statement concerning the purpose and tasks to be  
16 accomplished by the Subcommittee, the name of the Subcommittee and will select a  
17 member of the EC to act as temporary Chair of said Subcommittee.
- 18 **C.** The role of the temporary Chair is to make arrangements through the office of the  
19 Executive Director for the initial meeting, including drafting a notice of the meeting and  
20 agenda, determining time and place and issuing the notice, agenda and venue  
21 information to all GISB members. The temporary Chair shall serve only until such time  
22 as the Subcommittee is organized and elects its own Chair.
- 23 **D.** The notice for the meeting should include: a) a copy of the name and purpose statement  
24 of the "to be formed" Subcommittee; b) an invitation to GISB members to volunteer to  
25 serve on the Subcommittee and have their names listed on the committee roster (clearly  
26 stating that they do not need to be available for the first meeting to serve on the  
27 committee); c) a proposal that the acting committee Chair be selected as the Chair, with  
28 the option for GISB members serving on the committee to recommend another EC  
29 member to perform the Chair functions for the ongoing committee (if there are alternates  
30 proposed, a vote would be taken at the first meeting to select the Chair); and, d) the  
31 suggestion that the Subcommittee also consider the need for a Vice Chair and Recording  
32 Member.
- 33 **E.** The notice of an initial meeting of a Subcommittee will be distributed in a timely fashion  
34 to all GISB members.

35 **II. Order of Business - Initial Meeting**

- 36 **A.** At the initial meeting of a Subcommittee the following organizational matters will be  
37 addressed by those present:
- 38 **1.** Adopt the proposed agenda, with additions, if any.

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- 39           **2.**     Review the name, objectives and task assignment(s) for the Subcommittee as  
40                    contemplated and directed by the EC.
- 41           **3.**     Determine, if necessary, the term of the Chair (and other committee positions, as  
42                    applicable). Elect/ratify the Chair (and other committee positions as applicable)  
43                    and Vice Chair pursuant to the Voting process outlined below. The Chair of a  
44                    GISB Committee or Subcommittee must be a member of the EC or GISB Board  
45                    of Directors.
- 46           **4.**     Other organizational business as may be necessary to implement a committee  
47                    structure and procedures necessary to carry out the EC objectives.
- 48           **5.**     Take any other actions, as may be appropriate.
- 49       **B.**     It is understood that the organizational actions of adoption, ratification and election shall  
50                    be accomplished at the initial meeting by simple majority vote of GISB members present  
51                    and volunteering to serve on the Subcommittee. Substantive business of the  
52                    Subcommittee shall be subject to quorum and majority rules as set forth below.

53 **III.     Subcommittee Membership**

- 54       **A.**     Subcommittee membership is open to all Voting and Non-Voting members of GISB.  
55                    Other interested parties may be invited to participate from time to time at the request of  
56                    the subcommittee.
- 57       **B.**     A GISB member can join as many Subcommittees as they desire and may rejoin a  
58                    Subcommittee they have left at any time.

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60 **IV.     Meetings of the Subcommittee**

- 61       **A.**     Meetings of the Subcommittee are arranged and presided over by the Chair, or Vice  
62                    Chair, in the event of the Chair's absence.
- 63       **B.**     Meetings of the Subcommittee are open to all members of GISB and other interested  
64                    persons.
- 65       **C.**     Meetings will be held at times and in places reasonably selected for the convenience of  
66                    Subcommittee members. Meetings may be held by teleconference. Meetings will  
67                    noticed by means of the GISB Home Page.
- 68       **D.**     Subcommittees will proceed, as far as possible, on a consensus basis. The  
69                    Subcommittee Chair may call a vote to determine the course of action to be taken or the  
70                    nature of the Subcommittee's recommendation to the EC. Each participating company is  
71                    permitted one vote. The EC may approve alternative subcommittee procedures which  
72                    indicate who shall be entitled to vote to determine the course of action to be taken or the  
73                    nature of the specific Subcommittee's recommendation to the EC.

74 **V.     Majority and Minority Recommendations to the EC**

- 75                    In the absence of consensus and following a vote of the Subcommittee, those members voting in  
76                    the minority will be reminded by the Chair of their right to forward their proposal directly to the EC  
77                    and of the date when the Subcommittee's majority proposal is to be discussed and addressed by  
78                    the EC.

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79 **VI. Establishment of Subcommittee Task Forces**

80 A Subcommittee established by the EC may establish, as its discretion, a Task Force(s) to assist  
81 in the achievement of its objectives and tasks. Provided however, said Task Force(s) shall report  
82 to the Subcommittee on a regular basis and all proposed actions and recommendations of said  
83 Task Force(s) must be reviewed and ratified, adopted and/or voted on by the full Subcommittee  
84 prior to advancement to the EC.