



# Gas Industry Standards Board

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August 5, 1997

TO: Process Subcommittee, Posting on the GISB Home Page

FROM: Bill Boswell, Chairman, Process Subcommittee  
Rae McQuade, Executive Director

RE: Upcoming August 13 Process Subcommittee Meeting & Agenda

## MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Process Subcommittee meeting. Materials will be provided as attachments to this document. As noticed in the Standards Action Bulletin, the meeting will be held in Washington on August 13. The Executive Committee meeting will be held directly after the Process Subcommittee meeting. The meeting arrangements are:

Where: The Army Navy Club, Farragut Square, 901 17th Street N.W., Washington, D.C.  
meeting in the Ballroom

Phone: (202) 628-8400

When: August 13, 1997 8:00 a.m. to 10:00 a.m.

**Please notify the GISB office by August 11** of your intent to attend so that appropriate meeting and lunch arrangements can be made. I look forward to seeing you in Washington. Please feel free to call if you have any questions or comments.

attachments: 1. Draft Process Subcommittee Agenda for August 13, 1997  
2. Draft Process Subcommittee Minutes for July 10, 1997  
3. Interpretation Subcommittee Procedures -- Triaging Requests  
4. Draft Proposed Affiliated Group Procedures  
5. Draft Proposed Triage Group Procedures  
6. Draft Proposed Business Practices Subcommittee Procedures

cc: Dennis Holbrook  
Laurie Paulson  
Posting on GISB Home Page for access to all GISB members and other interested parties

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***Note : While the attire for the meeting is business casual, the hotel requires that gentlemen wear coats in the lobby area, restaurants and bars .***



**GISB PROCESS SUBCOMMITTEE MEETING**

**THE ARMY NAVY CLUB, FARRAGUT SQUARE, 901 17TH STREET NW  
MEETING IN THE BALLROOM  
WASHINGTON, D.C. 20006**

**PROPOSED AGENDA**

**August 13, 1997 -- 8:00 a.m. to 10:00 a.m.**

- |            |    |  |
|------------|----|--|
| 8:30 a.m.  | 1. | Welcome  |
|            |    | - Antitrust Guidelines                           |
|            |    | - Welcome to members and attendees               |
|            |    | - Adoption of Agenda                             |
|            |    | - Adoption of the Draft Minutes of July 10, 1997 |
| 8:45 a.m.  | 2. | Interpretation Subcommittee Procedures           |
|            |    | - Triaging Interpretation Requests               |
| 9:45 a.m.  | 3. | Subcommittee and Task Force Meeting Procedures   |
|            |    | - Business Practices Subcommittee Procedures     |
|            |    | - Affiliated Group Subcommittee Procedures       |
|            |    | - Triage Group Procedures                        |
| 10:00 a.m. | 4. | Adjourn  |

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***Note : While the attire for the meeting is business casual, the hotel requires that gentlemen wear coats in the lobby area, restaurants and bars .***



**GAS INDUSTRY STANDARDS BOARD  
Process Subcommittee Meeting  
8:30 a.m. - 10:00 a.m. -- July 10, 1997**

**Doubletree Hotel, Houston, Texas**

**REVISED DRAFT MINUTES**

**I. Introductory Items**

Bill Boswell welcomed attendees to Houston and Dennis Holbrook gave the antitrust advice. The agenda and the minutes of June 12 were adopted with modifications.

**II. Interpretation Subcommittee Draft Procedures**

Greg Lander reviewed the procedures and mission. Shelley Corman's suggested changes, submitted in written form, were recommended by Greg Lander to be accepted. Joyce Phillips suggested changes to the section on composition to allow for alternates. Discussion on the need for alternates raised several issues: the use of notational votes, the current process of discussing each draft interpretation discussed twice prior to a vote, the need for continuity in the discussions held in the meetings, and the definition of responsibility of the ten members. Greg Lander noted that on notational votes, the GISB office administers the ballot and tally, and anyone can lobby those voting to ensure that their views are known.

Dennis Holbrook noted that each segment selects its representatives and there are no restrictions on who they select, as long as they are members. He asked: "Is the need for alternates to address chronic unavailability of a member or is it to address convenience?" Norm responded that it has more impact if the member in attendance is able to voice his/her vote in the meeting rather than voice it through a notational ballot. The statistics of attendance for the subcommittee are five to six members in attendance at the meeting and notationally we have 9 to 10 votes cast. Cynthia Corcoran added that we are a continuous improvement organization and the suggested changes for alternates are an improvement to the process. In response to Dennis Holbrook's earlier question, Cynthia Corcoran noted that the need for alternates was both as a result of chronic absences and inconvenient scheduling. Bill Boswell pointed out that there is nothing in the current procedures that would prevent individual segments from sending alternates, therefore it did not appear to be necessary to specify with which this is a position, on which Dennis Holbrook concurred.

The new procedures differ from the existing procedures in section 5.1 -- should the Interpretation Subcommittee be unable to reach a decision, the Executive Committee can remand the request back to itself for a decision to be made.

The changes were incorporated in the draft procedures for the Interpretations Subcommittee, and endorsed by the subcommittee in a unanimous procedural vote. The revised procedures are attached.

On the topic of whether the requests for interpretations should be triaged, several meeting participants voiced their reasons for the need of lack thereof for the Triage Group to be involved. This issue will be tabled until the next meeting along with the subcommittee missions and procedures for the Triage Group, Affiliated Groups, and Business Practices Subcommittee, drafted by Greg Lander.

### III. Discussion Group Procedures

Jim Vander Noot reviewed the progress report on the pilot testing of the discussion groups. He noted that a full report and draft procedures should be available in September, and asked to be placed on the September 1997 agenda.

### IV. Task Force Procedures

Bill Boswell reviewed his letter which was distributed prior to the meeting. The letter was sent to all chairs, co-chairs, and vice-chairs regarding administration of meetings. The purpose of the correspondence is to encourage full participation and open discussion with effective management of the meeting. Key points are to adopt an agenda at the beginning of the meeting and remain focused on those agenda items, permit the business of the Executive Committee to be done by the subcommittees and task forces, and to forward all questions of a parliamentary nature to the two parliamentarians of our organization - Bill Boswell and Dennis Holbrook.

### V. New Standards Booklet Feature

Sylvia Munson reviewed the addition of a cross reference to the standards booklets to be published on July 31. The cross reference notes when each standard was created and revised and any interpretations that have been adopted regarding each standard.

### VI. Adjourn

The meeting adjourned at 10:15 a.m.

### IV. Attendance

Chair:

Bill Boswell

Peoples Natural Gas

Subcommittee:

Sandra Barnett

Koch Gateway

Denise Breeden

El Paso Energy

Carl Caldwell

DeLoitte and Touche

Catherine Calpotura

Pacific Gas and Electric

Cynthia Corcoran

Texas Eastern

Dale Davis

Transco

Julie Dennis

Koch Gateway

Tom Ehinger

Amoco

Jean Ford

KN Energy

Mark Gracey

Tennessee Gas Pipeline

Jerry Hahn

Texaco

Theresa Hess

Enron

Steve Kretsch

Sabre Decision Technologies

Greg Lander

TransCapacity

Cheryl Loewen

National Registry of Capacity Rights

Kristine Mespelli

New England Power

Mike Novak

National Fuel Gas Distribution

Gary Payne

Enron Capital and Trade

Joyce Phillips

Texas Eastern

Keith Sappenfield

NorAm Energy

Mark Scheel

NGC Corp.

Lanyard Sledge

El Paso Energy

Leigh Spangler

Latitude Technologies

Kim Van Pelt

PanEnergy Corp

Jim Vander Noot

El Paso Energy

Norm Walker

El Paso Natural Gas

Administrative:

Bob Wallenhorst  
Lynnette Wilson  
Rae McQuade,  
Dennis Holbrook  
Veronica Thomason

Exxon  
CNG Energy Services  
Executive Director  
General Counsel  
GISB Staff

- Attachments:
1. Draft Interpretation Subcommittee Procedures as amended on July 10, 1997
  2. Draft Procedures for the Triage Group
  3. Draft Procedures for the Affiliated Groups
  4. Draft Procedures for the Business Practices Subcommittee



# Gas Industry Standards Board

1100 Louisiana, Suite 4925  
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July 10, 1997

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## GISB OPERATING PRACTICE INTERPRETATIONS SUBCOMMITTEE MISSION AND PROCEDURES

### Interpretations Subcommittee Mission

The Interpretations Subcommittee is a segment balanced subcommittee of GISB whose mission is to receive Requests for Interpretation or Clarification of GISB Standards; to solicit input as to the source and nature of the circumstances giving rise to the Request for Clarification or Interpretation; and, working in conjunction with other subcommittees within GISB, to develop clarifications; or, other recommendations with respect to the processing of a Request for Clarification or Interpretation, in response to such requests; for review and determination by the GISB Executive Committee.

### Composition of the Interpretations Subcommittee

The Interpretations Subcommittee is comprised of two members of each of the five GISB Segments. These members are selected by the EC Members for each respective segment, which segment's representative(s) are communicated to the GISB office are communicated time to time. The Interpretations Subcommittee members are GISB members with dues paid and serve on the Interpretations Subcommittee at the pleasure of the GISB segment EC Members for their respective segment. The Interpretations Subcommittee shall be chaired by a member of the Subcommittee chosen by the EC from time to time. The Interpretations Subcommittee shall have a Vice-chair also chosen by the EC from time to time.

### Interpretations Subcommittee Procedures

#### Meetings and Voting:

The Interpretations Subcommittee will meet on a regularly scheduled basis, if outstanding requests merit meeting, with a preference for telephone conferences. The schedule of meetings will be noticed on the GISB home page and will be open to any participant. When votes are taken, the members of the Interpretations Subcommittee are the voting members of the subcommittee. Votes with respect to interpretations and recommendations are to be recorded by polling each member of the Interpretations Subcommittee. Members not present at the time of a vote will be polled notationally to ascertain their voting position upon all interpretations and recommendations.

#### Processing Requests for Interpretation/Clarification:

1. A Request for Clarification or Interpretation shall be submitted to the GISB Office, given a designation number (beginning with a "C" and the last two digits of the year and then beginning with 001, 002 etc.) and forwarded to the voting members of the Interpretations Subcommittee for review.
2. Each Request for Clarification or Interpretation shall be noticed by posting on the GISB home page and will be discussed during at least one meeting. During the first meeting to discuss a Request for Clarification or Interpretation the subcommittee members and participants will discuss the matter under consideration and seek from the requester and other interested parties their views on the matter and the circumstances giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee.



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3. During this first meeting in which a request is discussed, the subcommittee, in conjunction with the requester, may determine that:
    - 3.1 The request has been satisfied through the discussion and the requester determines to withdraw the request pursuant to paragraph 5.5 below;
    - 3.2 A proposed interpretation be drafted and posted for discussion at the next scheduled meeting of the Interpretations Subcommittee;
    - 3.3 Additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Clarification or Interpretation; or
    - 3.4 The Request for Clarification or Interpretation is better handled as a request for standard.

In the event of a determination under 3.4 above, the Interpretations Subcommittee will draft a suggestion to the EC that the EC can refer the request to another GISB Subcommittee or task force with passage of the appropriate minutes and any appropriate work papers.

In the event of a determination under 3.3 above, a) the Interpretations Subcommittee member(s) seeking additional information may solicit material from sources of their choosing (including but not limited to GISB meeting minutes and transcripts); and/or b) the Chair may request of the GISB office that a formal request for information be forwarded to the chair(s) of the applicable GISB Subcommittee or task force.

## **Processing Draft Interpretations:**

4. In the event of a determination under 3.2 above, the draft interpretation will be generated and posted sufficiently in advance of the next scheduled meeting of the Interpretations Subcommittee so that interested parties may have an opportunity to review the draft interpretation and provide comment (written or verbal) at the next scheduled meeting of the Interpretations Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at the next scheduled meeting.
  - 4.1 Proposed interpretations will be discussed during at least one meeting of the Interpretations Subcommittee. If the Interpretations Subcommittee determines at that time that a draft (including the first draft) of an interpretation is ready for EC review and determination, a vote will be taken. If the matter passes by simple majority (including a count of notational votes), the interpretation shall be posted for industry comment and the matter forwarded to the EC to be added to the next EC agenda following the close of the comment period (which comment period, absent an EC determination to shorten, would not be less than two weeks).
  - 4.2 If there are changes to a draft (including the first draft) of an interpretation which changes are agreed to by the members of the Interpretations Subcommittee, another draft will be done, posted with the minutes of the meeting and discussion upon the second (or subsequent) draft scheduled for the next meeting of the Interpretations Subcommittee.



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- 4.3 The Interpretations Subcommittee may, upon review of a draft interpretation, determine that the matter under review should be handled pursuant to 3.3 or 3.4 above. In which case the draft interpretation will be "held" in its draft state until: a) resolution (or lack thereof) under 3.4, or b) the receipt of additional material; and, c) further review and vote by the Interpretations Subcommittee.
  - 4.4 All draft interpretations which are being "held" in their draft state under Section 4.3 are open for discussion during an Interpretations Subcommittee meeting but may not move to final draft without a determination during one meeting that the matter will be placed on the Agenda for the next scheduled meeting at which time the Interpretations Subcommittee will address the drafting (and potential resolution by vote) of the "held" interpretation request.

## **Completion of the Interpretations Process:**

5. Action by the EC determines whether or not a Request for Clarification or Interpretation has been processed to completion.
  - 5.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft interpretation from the Interpretations Subcommittee. Upon such vote to discharge, the EC may place the matter on its next agenda for review and a determination by the EC. The matter so discharged pursuant to this section 5.1 will be posted for industry comment in advance of the EC meeting at which it will be discussed.
  - 5.2 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 3.4 may accept or modify the recommendation; and if so, the matter shall be deemed to have been processed to completion.
  - 5.3 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section(s) 4.1 or 5.1 may determine to accept, modify or reject the draft interpretation; and if so, the matter shall be deemed to have been processed to completion.
  - 5.4 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 4.1 or 3.4 may determine to refer the matter back to the Interpretations Subcommittee with instructions; and if so, the matter shall be deemed to be an open matter requiring further processing by the Interpretations Subcommittee.
  - 5.5 The requester of an interpretation may withdraw their Request for Clarification or Interpretation. Upon withdrawal, work upon that numbered request shall cease without prejudice to subsequent action on a request pertaining to the same or related subject matter. Notice of withdrawal should be made a) in writing at or following the meeting of the interpretations subcommittee (and included in the minutes thereof); b) at a meeting of the EC where it is scheduled for resolution or discussion (and included in the minutes thereof); or c) in writing to the GISB Office which shall forward such notice to the Interpretations Subcommittee and/or EC as applicable. Requests for Clarification or Interpretation may not be withdrawn after a final vote of the EC upon the matter.
  - 5.6 A Request for Clarification or Interpretation shall be deemed to have been processed to completion upon the occurrence of a) a vote of the EC pursuant to section(s) 5.2 or 5.3; or b) the receipt and recording of a notice of withdrawal pursuant to section 5.5.

### **Triage Subcommittee Mission**

The Triage Subcommittee is a subcommittee of GISB whose mission is to receive those Requests for Standards as forwarded to it by the GISB Office; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard; and, to make a recommendation to the Executive Committee of GISB as to the manner in which the Request for Standard should be processed, including 5 1) any questions which should be addressed by the requester at the meeting(s) during which the request is processed; 2) the priority for action with which the request should be addressed; and 3) a recommended "completion of action" or "report as to progress" date. These recommendations shall be in writing and forwarded to the GISB Executive Committee for its review and determination. The Triage 10 Subcommittee is primarily tasked with assessing and addressing the best manner for processing Requests for Standards submitted to GISB.

### **Composition of the Triage Subcommittee:**

The Triage Subcommittee is comprised of the five Co-Chairs of the Business Practices Subcommittee. Members of the industry interested in participating in meetings to discuss the recommended disposition of 15 the matters referred to the Triage Subcommittee are invited to do so. There is no requirement that a participant in the meetings of the Triage Subcommittee be a GISB Member. Meetings of the Triage Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

### **Triage Subcommittee Procedures**

#### **20 Meetings and Voting:**

The Triage Subcommittee will meet at least once prior to each regularly scheduled Executive Committee meeting, if there are new outstanding requests, and at other times as reasonably necessary to process new Requests for Standard(s) in advance of an Executive Committee meeting to determine the manner of processing of such Requests. The preferred manner of conducting the meetings of the Triage 25 Subcommittee is by means of telephone conferences. Unless otherwise requested by the Executive Committee, the schedule of meetings will be noticed on the GISB homepage and will be open to any participant. When votes are taken, the members of the Triage Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Triage Subcommittee then present during the meeting. Absence of at least three 30 votes in favor of a particular recommendation will require a polling of the member(s) not present at the time of a vote; and, such member(s) will vote by notational ballot or by voice vote delivered to the GISB Executive Director and recorded at the GISB Office with the minutes of the Triage Subcommittee meeting at which the subject request(s) were disposed of.

#### **Processing Requests for Standard:**

35 The Executive Committee may adopt, modify, reject a recommendation of the Triage Subcommittee. In the event of a rejection, the Executive Committee will make its own determinations as to the processing of a Request for Standard. The Executive Committee may also refer the recommendation back to the Triage Subcommittee with instructions. In the event of such referral, the Triage Subcommittee will then process that Request for Standard prior to the next Executive Committee meeting and formulate a 40 recommendation taking consideration of the instructions of the Executive Committee.

**Proposed GISB Operating Procedures**  
**with respect to GISB Affiliated Group Meetings, Agendas and the**  
**working of a GISB Affiliated Group on matter(s) not yet assigned a Request Number**

5 **Applicable to:** All GISB Subcommittees, GISB Task Forces , or GISB Task Forces under a GISB Subcommittee (hereafter a GISB Affiliated Group),

10 **Meetings:** GISB Affiliated Group(s) in-person meetings should be noticed at least a week in advance of the meeting and teleconference-only meetings should be noticed at the preceding meeting and least a business day in advance of the meeting. Where a teleconference-only meeting was not noticed at the preceding meeting of the GISB Affiliated Group, a notice period of several business days is requested.

15 Where possible, in-person meetings should provide for attendance by teleconference. Teleconferences may be arranged by notifying the GISB Office and obtaining a teleconference call-in number. At an in-person meeting, the chair of the GISB Affiliated Group, will also call-in to the teleconference number (via a speakerphone) so as to admit the teleconference attendees by phone and permit interaction between the in-person attendees and the by teleconference attendees.

20 **Agendas:** Agendas for all GISB Affiliated Groups' meetings should be generated by the GISB Affiliated Group's Chair(s) and posted on the GISB Homepage sufficiently in advance of the meeting to allow persons accessing the Homepage on a daily basis to identify the existence of the meeting, identify the issues to be discussed (by Request number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee.

**Work by a GISB Affiliated Group on a matter not related to a specific GISB Office-assigned Request Number:**

25 There are three kinds of GISB Affiliated Groups. Those with a business practice review and recommendation charge, those without such a charge, and the Interpretations Subcommittee. Examples of the first of these, Groups assigned to identify and resolve business practice issues, (Type 1) are: a) the Business Practice Subcommittee (the BPS) (or any joint meeting of the BPS with any other GISB Affiliated Group and/or, established under the BPS, i.e., the Definitions Task Force); b) the Title Transfer Tracking Task Force; c) the Intra-day Task Force; d) the Contracts Subcommittee (and under same, the Model Trading Partner Agreement Task Force, the Funds Transfer Agreement Task Force, and the Short-term Gas Purchase Agreement Task Force); plus e) any future GISB Affiliated Group formed at the direction of the Executive Committee (the EC) and charged with resolving business practice issues within the scope of their charge from the EC.

40 The second of these GISB Affiliated Groups are those assigned to receive requests for which there are no new business practice issues or with respect to which the business practice issues have been addressed by a duly constituted business practice review committee (a thru e above) and which matter is then slated to be "Fully Staffed" prior to its circulation for industry comment and return to the EC for final vote. Examples of this second type of GISB Affiliated Group (Type 2) are: 1) the Information Requirements Subcommittee, 2) the Technical Subcommittee, 3) the Future Technology Task Force, 4) the Common Codes Task Force, 5) the Standards Adoption and Testing Procedures Task

45 Force (proposed), and such other GISB Affiliated Group as constituted by the EC and not charged with the resolution of business practice issues.

The third of these GISB Affiliated Groups is the Interpretations Subcommittee. While it deals with the interpretations of GISB Standards, which standards may impact business practices, it is not charged with the creation of new business practices. Rather, it is charged with interpreting the applicability of GISB Standards to current business practices, and conversely, the conformity of existing business practices with GISB Standards. Additionally, while the interpretations Subcommittee may determine that one or more business practices are not in keeping with a GISB Standard(s) (and that other(s) are), it may not propose (as an Interpretation response) new GISB business practice standards (i.e., X.1.X, X.2.X, X.3.X, or X.4.X standards).

Should any GISB Affiliated Group with a business practice charge (Type 1 above), find itself discussing a matter which has not been assigned a GISB Request number yet which is within the charge of the group, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, with a majority consent of the members of the GISB Affiliated Group, may place the item on subsequent agenda(s) of the Group and process the matter(s) to resolution. Absent a majority consent of the group to so process the matter, the GISB Affiliated Group Chair(s) may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should any GISB Affiliated Group not having a business practice charge, (Type 2 above) find itself discussing a matter which has not been assigned a GISB Request number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should the Interpretations Subcommittee find itself discussing a matter which has not been assigned a GISB Clarification number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the Interpretation Subcommittee. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the Interpretation Subcommittee, may determine to draft a Request for Clarification or Interpretation and submit same to the GISB Office. In the event such a drafting of a Request for Clarification or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office. Absent the drafting of such a request by the Chair(s) or other person(s), the matter will not be placed on the agenda nor otherwise discussed at a subsequent meeting of the Interpretations Subcommittee. Thus, the Interpretation Subcommittee will follow the

95 request generation practices of the non-business practice GISB Affiliated Groups with respect to any interpretation response not related to a matter which was referred to it for resolution. This means that a matter not related to a current request before the Interpretations Subcommittee will await the drafting of a specific Request for Clarification or Interpretation prior to further processing of the matter.

100 Should any matter arising within the discussions of a GISB Affiliated Group be submitted as a Request to the GISB Office and processed in such a manner as it is referred to a GISB Affiliated Group other than the GISB Affiliated Group initiating the request, members of the subject Group are encouraged to attend and participate in the deliberations of the Group to which it was assigned.

**GISB Affiliated Group-Initiated Requests for Standard(s) or Clarification/Interpretation:**

105 Upon assignment by the GISB Office of a Request Number to such a request, the GISB Office will refer such request to the appropriate GISB Subcommittee (Triage or Interpretations). Such request will be then handled in the same manner as all other similar requests.

### **Business Practice Subcommittee Mission**

The Business Practice Subcommittee is a subcommittee of GISB whose mission is to receive those Requests for Standards and other requests for action pertaining to issues involving the potential change to or adoption of a GISB Standard involving an existing or proposed business practice standard as 5 forwarded to it by the GISB Executive Committee; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard or EC formulated request for action; and, working in conjunction with other subcommittees within GISB, to develop standards; or, other recommendations (with respect to the processing of such matter forwarded to it for processing) for review and determination by the GISB Executive Committee. The Business Practices Subcommittee is primarily tasked with 10 assessing and addressing those Requests for Standards or portions thereof involving the "what", "whether", "who" and "why" questions of a business practice nature.

### **Composition of the Business Practice Subcommittee**

The Business Practice Subcommittee is comprised of members of the industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the Business Practice 15 Subcommittee by the EC. There is no requirement that a member of the Business Practices Subcommittee be a GISB Member. The Business Practices Subcommittee has five Co-chairs; one from each of the five GISB Segments. These Co-Chairs are GISB Members with dues paid; are selected from time to time by the Executive Director from among those persons who are GISB Board Members, GISB EC Members and/or GISB EC Alternates and continue to serve thereafter at the pleasure of the EC 20 Members of their respective segments. Meetings of the Business Practice Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

### **Business Practice Subcommittee Procedures**

#### **Meetings and Voting:**

The Business Practice Subcommittee will meet on a regularly scheduled basis, if outstanding requests 25 merit meeting, with a preference for telephone conferences. The schedule of meetings will be noticed on the GISB homepage and will be open to any participant. When votes are taken, the members of the Business Practice Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Business Practice Subcommittee then present during the meeting. Members not present at the time of a vote will not have 30 their vote counted. Upon request of any member of the Business Practice Subcommittee at any time reasonably proximate to a vote, a segment check will be performed. A segment check tallies the previous or upcoming vote on a vote-by-segment-basis. All votes will be recorded in the minutes and all votes for which there has been requested a segment check will be recorded by individual, company, segment and yea, nay, absent, or not voting. All voting, whether by means of segment check or not are 35 on a one-company (as same is recorded on the sign-in sheet) one-vote basis.

#### **Processing Requests for Standard:**

1. A Request for Standard once forwarded by the EC to the Business Practice Subcommittee, shall be noticed by posting on the GISB homepage and will be discussed during at least one meeting. During the first meeting to discuss a Request for Standard the subcommittee members and 40 participants will discuss the matter under consideration and seek from the requester and other interested parties their views on the matter and the circumstances giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee.

2. During this first meeting in which a request is discussed or during any subsequent meeting when the subject request has been noticed as being on the agenda the subcommittee may determine:
- 45
- 2.1 In conjunction with the requester, that the request has been satisfied through the discussion and the requester determines to withdraw the request, in a writing to the GISB Office;
- 2.2 That a proposed standard be drafted and if so drafted and voted upon, will be posted on the GISB homepage and, where requested by a member of the Business Practices Subcommittee, may also be added to the next agenda of the Business Practices Subcommittee for discussion and disposition at the next scheduled meeting of the Business Practice Subcommittee;
- 50
- 2.3 That a proposed recommendation for disposition be drafted and if so drafted and approved by a majority of the members present and voting, will be posted on the GISB homepage for comment and will be added to the agenda of the next scheduled EC meeting following a reasonable comment period specified in the proposed recommendation giving due consideration by the Business Practice Subcommittee Co-chairs to the nature of the matter to be forwarded to the GISB Executive Committee;
- 55
- 60 or,
- 2.4 That additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Standard (in which event the item remains within the purview of the Business Practice Subcommittee and may be placed upon the agenda with reasonable notice via posting on the GISB homepage).
- 65
3. Once a proposed standard has been posted on the GISB homepage and added to the agenda of the next scheduled meeting of the Business Practices Subcommittee; during the first meeting following the posting; or, during any subsequent meeting when the subject request has been noticed as being on the agenda, the subcommittee may determine:
- 70
- 3.1 In conjunction with the requester, that the request has been satisfied through the discussion and the requester determines to withdraw the request, in a writing to the GISB Office;
- 3.2 That the proposed standard be adopted, amended or rejected by a vote of the members of the subcommittee and forwarded to the EC pursuant to the procedures in 3.4 below;
- 75 or,
- 3.3 That additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Standard; and,
- 3.4 Where so voted upon pursuant to 3.2 above, the proposed standard will be posted on the GISB homepage for industry comment (regardless of the outcome of the vote) along with the recommendation of the Business Practice Subcommittee all upon a form approved by the Process Subcommittee from time to time; and, the matter will be added to the agenda of the next scheduled EC meeting following a reasonable comment period specified in the proposed recommendation giving due consideration by the Business Practice Subcommittee Co-chairs to the nature of the matter to be forwarded to the GISB Executive Committee.
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4. In the event of a determination under 2.4 or 3.3 above, a) the Business Practice Subcommittee member(s) seeking additional information may solicit material from sources of their choosing (including but not limited to GISB meeting minutes and transcripts); and/or b) a Chair may request of the GISB office that a formal request for material be forwarded to the chair(s) of the applicable GISB Subcommittee or task force.
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5. In the event of a determination under 2.2 above, the draft standard will be generated and posted sufficiently in advance of the next scheduled meeting of the Business Practice Subcommittee that it is reasonable that interested parties may have an opportunity to review the draft standard and provide comment (written or verbal) at the next scheduled meeting of the Business Practice Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at the next scheduled meeting.
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**Completion of the Request for Standards Process:**

6. Action by the EC determines whether or not a Request for Standard has been processed to completion.
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- 6.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft proposed standard or a Request for Standard from the Business Practice Subcommittee. Upon such vote to discharge, the EC may place the matter on its next agenda for review and a determination by the EC. The matter so discharged pursuant to this section 6.1 will be posted for industry comment in advance of the EC meeting at which it will be discussed.
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- 6.2 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to section 3.3 may accept or modify the recommendation; and if so, the matter shall be deemed to have been processed to completion.
- 6.3 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to section(s) 3.2 or 6.1 may determine to accept, modify or reject the draft interpretation; and if so, the matter shall be deemed to have been processed to completion.
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- 6.4 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to section 2.3 or 3.2 may determine to refer the matter back to the Business Practice Subcommittee with instructions; and if so, the matter shall be deemed to be an open matter requiring further processing by the Business Practice Subcommittee.
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- 6.5 The requester of an interpretation may withdraw their Request for Standard. Upon withdrawal, work upon that numbered request shall cease without prejudice to subsequent action on a request pertaining to the same or related subject matter. Notice of withdrawal should be made a) at a meeting of the Business Practice Subcommittee (and included in the minutes thereof); b) at a meeting of the EC where it is scheduled for resolution or discussion (and included in the minutes thereof); or c) in writing to the GISB Office which shall forward such notice to the Business Practice Subcommittee and/or EC as applicable. Requests for Standard may not be withdrawn after a final vote of the EC upon the matter.
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- 6.6 A Request for Standard shall be deemed to have been processed to completion upon the occurrence of a) a vote of the EC pursuant to section(s) 6.2 or 6.3; or b) the receipt and recording of a notice of withdrawal pursuant to section 6.5.



# Gas Industry Standards Board

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July 10, 1997

## **GISB OPERATING PRACTICE INTERPRETATION SUBCOMMITTEE MISSION AND PROCEDURES**

### **Interpretations Subcommittee Mission**

The Interpretations Subcommittee is a segment balanced subcommittee of GISB whose mission is to receive Requests for Interpretation or Clarification of GISB Standards; to solicit input as to the source and nature of the circumstances giving rise to the Request for Clarification or Interpretation; and, working in conjunction with other subcommittees within GISB, to develop clarifications; or, other recommendations with respect to the processing of a Request for Clarification or Interpretation, in response to such requests; for review and determination by the GISB Executive Committee.

### **Composition of the Interpretations Subcommittee**

The Interpretations Subcommittee is comprised of two members of each of the five GISB Segments. These members are selected by the EC Members for each respective segment, which segment's representative(s) are communicated to the GISB office are communicated time to time. The Interpretations Subcommittee members are GISB members with dues paid and serve on the Interpretations Subcommittee at the pleasure of the GISB segment EC Members for their respective segment. The Interpretations Subcommittee shall be chaired by a member of the Subcommittee chosen by the EC from time to time. The Interpretations Subcommittee shall have a Vice-chair also chosen by the EC from time to time.

### **Interpretations Subcommittee Procedures**

#### **Meetings and Voting:**

The Interpretations Subcommittee will meet on a regularly scheduled basis, if outstanding requests merit meeting, with a preference for telephone conferences. The schedule of meetings will be noticed on the GISB home page and will be open to any participant. When votes are taken, the members of the Interpretations Subcommittee are the voting members of the subcommittee. Votes with respect to interpretations and recommendations are to be recorded by polling each member of the Interpretations Subcommittee. Members not present at the time of a vote will be polled notationally to ascertain their voting position upon all interpretations and recommendations.

#### **Processing Requests for Interpretation/Clarification:**

1. A Request for Clarification or Interpretation shall be submitted to the GISB Office, given a designation number (beginning with a "C" and the last two digits of the year and then beginning with 001, 002 etc.) and forwarded to the voting members of the Interpretations Subcommittee for review.
2. Each Request for Clarification or Interpretation shall be noticed by posting on the GISB home page and will be discussed during at least one meeting. During the first meeting to discuss a Request for Clarification or Interpretation the subcommittee members and participants will discuss the matter under consideration and seek from the requester and other interested parties



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their views on the matter and the circumstances giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee.

3. During this first meeting in which a request is discussed, the subcommittee, in conjunction with the requester, may determine that:
  - 3.1 The request has been satisfied through the discussion and the requester determines to withdraw the request pursuant to paragraph 5.5 below;
  - 3.2 A proposed interpretation be drafted and posted for discussion at the next scheduled meeting of the Interpretations Subcommittee;
  - 3.3 Additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Clarification or Interpretation; or
  - 3.4 The Request for Clarification or Interpretation is better handled as a request for standard.

In the event of a determination under 3.4 above, the Interpretations Subcommittee will draft a suggestion to the EC that the EC can refer the request to another GISB Subcommittee or task force with passage of the appropriate minutes and any appropriate work papers.

In the event of a determination under 3.3 above, a) the Interpretations Subcommittee member(s) seeking additional information may solicit material from sources of their choosing (including but not limited to GISB meeting minutes and transcripts); and/or b) the Chair may request of the GISB office that a formal request for information be forwarded to the chair(s) of the applicable GISB Subcommittee or task force.

## **Processing Draft Interpretations:**

4. In the event of a determination under 3.2 above, the draft interpretation will be generated and posted sufficiently in advance of the next scheduled meeting of the Interpretations Subcommittee so that interested parties may have an opportunity to review the draft interpretation and provide comment (written or verbal) at the next scheduled meeting of the Interpretations Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at the next scheduled meeting.
  - 4.1 Proposed interpretations will be discussed during at least one meeting of the Interpretations Subcommittee. If the Interpretations Subcommittee determines at that time that a draft (including the first draft) of an interpretation is ready for EC review and determination, a vote will be taken. If the matter passes by simple majority (including a count of notational votes), the interpretation shall be posted for industry comment and the matter forwarded to the EC to be added to the next EC agenda following the close of the comment period (which comment period, absent an EC determination to shorten, would not be less than two weeks).
  - 4.2 If there are changes to a draft (including the first draft) of an interpretation which changes are agreed to by the members of the Interpretations Subcommittee, another draft will be done, posted with the minutes of the meeting and discussion upon the second (or subsequent) draft scheduled for the next meeting of the Interpretations Subcommittee.
  - 4.3 The Interpretations Subcommittee may, upon review of a draft interpretation, determine that the matter under review should be handled pursuant to 3.3 or 3.4 above. In which case the draft interpretation will be "held" in its draft state until: a) resolution (or lack



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thereof) under 3.4, or b) the receipt of additional material; and, c) further review and vote by the Interpretations Subcommittee.

- 4.4 All draft interpretations which are being “held” in their draft state under Section 4.3 are open for discussion during an Interpretations Subcommittee meeting but may not move to final draft without a determination during one meeting that the matter will be placed on the Agenda for the next scheduled meeting at which time the Interpretations Subcommittee will address the drafting (and potential resolution by vote) of the “held” interpretation request.

## **Completion of the Interpretations Process:**

5. Action by the EC determines whether or not a Request for Clarification or Interpretation has been processed to completion by the Interpretation Subcommittee.
  - 5.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft interpretation from the Interpretations Subcommittee. Upon such vote to discharge, the EC may place the matter on its next agenda for review and a determination by the EC. The matter so discharged pursuant to this section 5.1 will be posted for industry comment in advance of the EC meeting at which it will be discussed.
  - 5.2 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 3.4 may accept or modify the suggestion; and if so, the matter shall be deemed to have been processed to completion.
  - 5.3 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section(s) 4.1 or 5.1 may determine to accept, modify or reject the draft interpretation; and if so, the matter shall be deemed to have been processed to completion.
  - 5.4 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 4.1 or 3.4 may determine to refer the matter back to the Interpretations Subcommittee with instructions; and if so, the matter shall be deemed to be an open matter requiring further processing by the Interpretations Subcommittee.
  - 5.5 The requester of an interpretation may withdraw their Request for Clarification or Interpretation. Upon withdrawal, work upon that numbered request shall cease without prejudice to subsequent action on a request pertaining to the same or related subject matter. Notice of withdrawal should be made a) in writing at or following the meeting of the interpretations subcommittee (and included in the minutes thereof); b) at a meeting of the EC where it is scheduled for resolution or discussion (and included in the minutes thereof); or c) in writing to the GISB Office which shall forward such notice to the Interpretations Subcommittee and/or EC as applicable. Requests for Clarification or Interpretation may not be withdrawn after a final vote of the EC upon the matter.
  - 5.6 A Request for Clarification or Interpretation shall be deemed to have been processed to completion upon the occurrence of a) a vote of the EC pursuant to section(s) 5.2 or 5.3; or b) the receipt and recording of a notice of withdrawal pursuant to section 5.5.

**Proposed GISB Operating Procedures**  
**with respect to GISB Affiliated Group Meetings, Agendas and the**  
**working of a GISB Affiliated Group on matter(s) not yet assigned a Request Number**

5 **Applicable to:** All GISB Subcommittees, GISB Task Forces , or GISB Task Forces under a GISB Subcommittee (hereafter a GISB Affiliated Group),

10 **Meetings:** GISB Affiliated Group(s) in-person meetings should be noticed at least a week in advance of the meeting and teleconference-only meetings should be noticed at the preceding meeting and least a business day in advance of the meeting. Where a teleconference-only meeting was not noticed at the preceding meeting of the GISB Affiliated Group, a notice period of several business days is requested.

15 Where possible, in-person meetings should provide for attendance by teleconference. Teleconferences may be arranged by notifying the GISB Office and obtaining a teleconference call-in number. At an in-person meeting, the chair of the GISB Affiliated Group, will also call-in to the teleconference number (via a speakerphone) so as to admit the teleconference attendees by phone and permit interaction between the in-person attendees and the by teleconference attendees.

20 **Agendas:** Agendas for all GISB Affiliated Groups' meetings should be generated by the GISB Affiliated Group's Chair(s) and posted on the GISB Homepage sufficiently in advance of the meeting to allow persons accessing the Homepage on a daily basis to identify the existence of the meeting, identify the issues to be discussed (by Request number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee.

**Work by a GISB Affiliated Group on a matter not related to a specific GISB Office-assigned Request Number:**

25 There are three kinds of GISB Affiliated Groups. Those with a business practice review and recommendation charge, those without such a charge, and the Interpretations Subcommittee. Examples of the first of these, Groups assigned to identify and resolve business practice issues, (Type 1) are: a) the Business Practice Subcommittee (the BPS) (or any joint meeting of the BPS with any other GISB Affiliated Group and/or, established under the BPS, i.e., the Definitions Task Force); b) the Title Transfer Tracking Task Force; c) the Intra-day Task Force; d) the Contracts Subcommittee (and under same, the Model Trading Partner Agreement Task Force, the Funds Transfer Agreement Task Force, and the Short-term Gas Purchase Agreement Task Force); plus e) any future GISB Affiliated Group formed at the direction of the Executive Committee (the EC) and charged with resolving business practice issues within the scope of their charge from the EC.

40 The second of these GISB Affiliated Groups are those assigned to receive requests for which there are no new business practice issues or with respect to which the business practice issues have been addressed by a duly constituted business practice review committee (a thru e above) and which matter is then slated to be "Fully Staffed" prior to its circulation for industry comment and return to the EC for final vote. Examples of this second type of GISB Affiliated Group (Type 2) are: 1) the Information Requirements Subcommittee, 2) the Technical Subcommittee, 3) the Future Technology Task Force, 4) the Common Codes Task Force, 5) the Standards Adoption and Testing Procedures Task

45 Force (proposed), and such other GISB Affiliated Group as constituted by the EC and not charged with the resolution of business practice issues.

The third of these GISB Affiliated Groups is the Interpretations Subcommittee. While it deals with the interpretations of GISB Standards, which standards may impact business practices, it is not charged with the creation of new business practices. Rather, it is charged with interpreting the applicability of GISB Standards to current business practices, and conversely, the conformity of existing business practices with GISB Standards. Additionally, while the interpretations Subcommittee may determine that one or more business practices are not in keeping with a GISB Standard(s) (and that other(s) are), it may not propose (as an Interpretation response) new GISB business practice standards (i.e., X.1.X, X.2.X, X.3.X, or X.4.X standards).

Should any GISB Affiliated Group with a business practice charge (Type 1 above), find itself discussing a matter which has not been assigned a GISB Request number yet which is within the charge of the group, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, with a majority consent of the members of the GISB Affiliated Group, may place the item on subsequent agenda(s) of the Group and process the matter(s) to resolution. Absent a majority consent of the group to so process the matter, the GISB Affiliated Group Chair(s) may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should any GISB Affiliated Group not having a business practice charge, (Type 2 above) find itself discussing a matter which has not been assigned a GISB Request number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should the Interpretations Subcommittee find itself discussing a matter which has not been assigned a GISB Clarification number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the Interpretation Subcommittee. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the Interpretation Subcommittee, may determine to draft a Request for Clarification or Interpretation and submit same to the GISB Office. In the event such a drafting of a Request for Clarification or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office. Absent the drafting of such a request by the Chair(s) or other person(s), the matter will not be placed on the agenda nor otherwise discussed at a subsequent meeting of the Interpretations Subcommittee. Thus, the Interpretation Subcommittee will follow the

95 request generation practices of the non-business practice GISB Affiliated Groups with respect to any interpretation response not related to a matter which was referred to it for resolution. This means that a matter not related to a current request before the Interpretations Subcommittee will await the drafting of a specific Request for Clarification or Interpretation prior to further processing of the matter.

100 Should any matter arising within the discussions of a GISB Affiliated Group be submitted as a Request to the GISB Office and processed in such a manner as it is referred to a GISB Affiliated Group other than the GISB Affiliated Group initiating the request, members of the subject Group are encouraged to attend and participate in the deliberations of the Group to which it was assigned.

**GISB Affiliated Group-Initiated Requests for Standard(s) or Clarification/Interpretation:**

105 Upon assignment by the GISB Office of a Request Number to such a request, the GISB Office will refer such request to the appropriate GISB Subcommittee (Triage or Interpretations). Such request will be then handled in the same manner as all other similar requests.

### **Triage Subcommittee Mission**

The Triage Subcommittee is a subcommittee of GISB whose mission is to receive those Requests for Standards as forwarded to it by the GISB Office; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard; and, to make a recommendation to the Executive Committee of GISB as to the manner in which the Request for Standard should be processed, including 5 1) any questions which should be addressed by the requester at the meeting(s) during which the request is processed; 2) the priority for action with which the request should be addressed; and 3) a recommended "completion of action" or "report as to progress" date. These recommendations shall be in writing and forwarded to the GISB Executive Committee for its review and determination. The Triage 10 Subcommittee is primarily tasked with assessing and addressing the best manner for processing Requests for Standards submitted to GISB.

### **Composition of the Triage Subcommittee:**

The Triage Subcommittee is comprised of the five Co-Chairs of the Business Practices Subcommittee. Members of the industry interested in participating in meetings to discuss the recommended disposition of 15 the matters referred to the Triage Subcommittee are invited to do so. There is no requirement that a participant in the meetings of the Triage Subcommittee be a GISB Member. Meetings of the Triage Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

### **Triage Subcommittee Procedures**

#### **20 Meetings and Voting:**

The Triage Subcommittee will meet at least once prior to each regularly scheduled Executive Committee meeting, if there are new outstanding requests, and at other times as reasonably necessary to process new Requests for Standard(s) in advance of an Executive Committee meeting to determine the manner of processing of such Requests. The preferred manner of conducting the meetings of the Triage 25 Subcommittee is by means of telephone conferences. Unless otherwise requested by the Executive Committee, the schedule of meetings will be noticed on the GISB homepage and will be open to any participant. When votes are taken, the members of the Triage Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Triage Subcommittee then present during the meeting. Absence of at least three 30 votes in favor of a particular recommendation will require a polling of the member(s) not present at the time of a vote; and, such member(s) will vote by notational ballot or by voice vote delivered to the GISB Executive Director and recorded at the GISB Office with the minutes of the Triage Subcommittee meeting at which the subject request(s) were disposed of.

#### **Processing Requests for Standard:**

35 The Executive Committee may adopt, modify, reject a recommendation of the Triage Subcommittee. In the event of a rejection, the Executive Committee will make its own determinations as to the processing of a Request for Standard. The Executive Committee may also refer the recommendation back to the Triage Subcommittee with instructions. In the event of such referral, the Triage Subcommittee will then process that Request for Standard prior to the next Executive Committee meeting and formulate a 40 recommendation taking consideration of the instructions of the Executive Committee.

### **Business Practice Subcommittee Mission**

The Business Practice Subcommittee is a subcommittee of GISB whose mission is to receive those Requests for Standards and other requests for action pertaining to issues involving the potential change to or adoption of a GISB Standard involving an existing or proposed business practice standard as 5 forwarded to it by the GISB Executive Committee; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard or EC formulated request for action; and, working in conjunction with other subcommittees within GISB, to develop standards; or, other recommendations (with respect to the processing of such matter forwarded to it for processing) for review and determination by the GISB Executive Committee. The Business Practices Subcommittee is primarily tasked with 10 assessing and addressing those Requests for Standards or portions thereof involving the "what", "whether", "who" and "why" questions of a business practice nature.

### **Composition of the Business Practice Subcommittee**

The Business Practice Subcommittee is comprised of members of the industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the Business Practice 15 Subcommittee by the EC. There is no requirement that a member of the Business Practices Subcommittee be a GISB Member. The Business Practices Subcommittee has five Co-chairs; one from each of the five GISB Segments. These Co-Chairs are GISB Members with dues paid; are selected from time to time by the Executive Director from among those persons who are GISB Board Members, GISB EC Members and/or GISB EC Alternates and continue to serve thereafter at the pleasure of the EC 20 Members of their respective segments. Meetings of the Business Practice Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

### **Business Practice Subcommittee Procedures**

#### **Meetings and Voting:**

The Business Practice Subcommittee will meet on a regularly scheduled basis, if outstanding requests 25 merit meeting, with a preference for telephone conferences. The schedule of meetings will be noticed on the GISB homepage and will be open to any participant. When votes are taken, the members of the Business Practice Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Business Practice Subcommittee then present during the meeting. Members not present at the time of a vote will not have 30 their vote counted. Upon request of any member of the Business Practice Subcommittee at any time reasonably proximate to a vote, a segment check will be performed. A segment check tallies the previous or upcoming vote on a vote-by-segment-basis. All votes will be recorded in the minutes and all votes for which there has been requested a segment check will be recorded by individual, company, segment and yea, nay, absent, or not voting. All voting, whether by means of segment check or not are 35 on a one-company (as same is recorded on the sign-in sheet) one-vote basis.

#### **Processing Requests for Standard:**

1. A Request for Standard once forwarded by the EC to the Business Practice Subcommittee, shall be noticed by posting on the GISB homepage and will be discussed during at least one meeting. During the first meeting to discuss a Request for Standard the subcommittee members and 40 participants will discuss the matter under consideration and seek from the requester and other interested parties their views on the matter and the circumstances giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee.

2. During this first meeting in which a request is discussed or during any subsequent meeting when the subject request has been noticed as being on the agenda the subcommittee may determine:
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- 2.1 In conjunction with the requester, that the request has been satisfied through the discussion and the requester determines to withdraw the request, in a writing to the GISB Office;
- 2.2 That a proposed standard be drafted and if so drafted and voted upon, will be posted on the GISB homepage and, where requested by a member of the Business Practices Subcommittee, may also be added to the next agenda of the Business Practices Subcommittee for discussion and disposition at the next scheduled meeting of the Business Practice Subcommittee;
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- 2.3 That a proposed recommendation for disposition be drafted and if so drafted and approved by a majority of the members present and voting, will be posted on the GISB homepage for comment and will be added to the agenda of the next scheduled EC meeting following a reasonable comment period specified in the proposed recommendation giving due consideration by the Business Practice Subcommittee Co-chairs to the nature of the matter to be forwarded to the GISB Executive Committee;
- 55
- 60 or,
- 2.4 That additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Standard (in which event the item remains within the purview of the Business Practice Subcommittee and may be placed upon the agenda with reasonable notice via posting on the GISB homepage).
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3. Once a proposed standard has been posted on the GISB homepage and added to the agenda of the next scheduled meeting of the Business Practices Subcommittee; during the first meeting following the posting; or, during any subsequent meeting when the subject request has been noticed as being on the agenda, the subcommittee may determine:
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- 3.1 In conjunction with the requester, that the request has been satisfied through the discussion and the requester determines to withdraw the request, in a writing to the GISB Office;
- 3.2 That the proposed standard be adopted, amended or rejected by a vote of the members of the subcommittee and forwarded to the EC pursuant to the procedures in 3.4 below;
- 75 or,
- 3.3 That additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Standard; and,
- 3.4 Where so voted upon pursuant to 3.2 above, the proposed standard will be posted on the GISB homepage for industry comment (regardless of the outcome of the vote) along with the recommendation of the Business Practice Subcommittee all upon a form approved by the Process Subcommittee from time to time; and, the matter will be added to the agenda of the next scheduled EC meeting following a reasonable comment period specified in the proposed recommendation giving due consideration by the Business Practice Subcommittee Co-chairs to the nature of the matter to be forwarded to the GISB Executive Committee.
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4. In the event of a determination under 2.4 or 3.3 above, a) the Business Practice Subcommittee member(s) seeking additional information may solicit material from sources of their choosing (including but not limited to GISB meeting minutes and transcripts); and/or b) a Chair may request of the GISB office that a formal request for material be forwarded to the chair(s) of the applicable GISB Subcommittee or task force.
- 90
5. In the event of a determination under 2.2 above, the draft standard will be generated and posted sufficiently in advance of the next scheduled meeting of the Business Practice Subcommittee that it is reasonable that interested parties may have an opportunity to review the draft standard and provide comment (written or verbal) at the next scheduled meeting of the Business Practice Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at the next scheduled meeting.
- 95

**Completion of the Request for Standards Process:**

6. Action by the EC determines whether or not a Request for Standard has been processed to completion.
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- 6.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft proposed standard or a Request for Standard from the Business Practice Subcommittee. Upon such vote to discharge, the EC may place the matter on its next agenda for review and a determination by the EC. The matter so discharged pursuant to this section 6.1 will be posted for industry comment in advance of the EC meeting at which it will be discussed.
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- 6.2 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to section 3.3 may accept or modify the recommendation; and if so, the matter shall be deemed to have been processed to completion.
- 6.3 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to section(s) 3.2 or 6.1 may determine to accept, modify or reject the draft interpretation; and if so, the matter shall be deemed to have been processed to completion.
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- 6.4 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to section 2.3 or 3.2 may determine to refer the matter back to the Business Practice Subcommittee with instructions; and if so, the matter shall be deemed to be an open matter requiring further processing by the Business Practice Subcommittee.
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- 6.5 The requester of an interpretation may withdraw their Request for Standard. Upon withdrawal, work upon that numbered request shall cease without prejudice to subsequent action on a request pertaining to the same or related subject matter. Notice of withdrawal should be made a) at a meeting of the Business Practice Subcommittee (and included in the minutes thereof); b) at a meeting of the EC where it is scheduled for resolution or discussion (and included in the minutes thereof); or c) in writing to the GISB Office which shall forward such notice to the Business Practice Subcommittee and/or EC as applicable. Requests for Standard may not be withdrawn after a final vote of the EC upon the matter.
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- 6.6 A Request for Standard shall be deemed to have been processed to completion upon the occurrence of a) a vote of the EC pursuant to section(s) 6.2 or 6.3; or b) the receipt and recording of a notice of withdrawal pursuant to section 6.5.