



## **NAESB Retail Electric Quadrant**

### **Glossary Subcommittee Mission**

The Glossary Subcommittee is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of the Glossary Subcommittee is to build and maintain a glossary of terms and definitions. The subcommittee will develop recommendations for defined terms utilized in the retail electric industry. Per instruction from the REQ Executive Committee, the Glossary Subcommittee will approach the development of definitions jointly with the Retail Gas Quadrant (RGQ) Glossary Subcommittee, as practicable. The subcommittee will strive for consistency in defined terms developed for the REQ and RGQ, when possible.

The Glossary Subcommittee will be responsible for:

- (i) The creation of proposed standard defined terms as a result of:
  - a. Items contained in the approved NAESB REQ Annual Plan
  - b. Suggestions from other REQ subcommittees working on standards and model business practices, per the approved NAESB REQ Annual Plan, and
  - c. Requests for Standards or other requests for action forwarded to it by the NAESB Executive Committee (EC) including soliciting input as to the source and nature of the circumstances giving rise to the Request for Standard or EC formulated request for action;
- (ii) Working in conjunction with other subcommittees within the REQ and the balance of NAESB, to develop standards, model business practices or other recommendations (with respect to the processing of such matter forwarded to it for processing) for review and determination by the NAESB Executive Committee.

The Glossary Subcommittee is primarily tasked with the development of a standardized glossary of defined terms relating to model business practices, standards and associated documents created by the subcommittees formed by the EC. The Glossary Subcommittee will utilize both Uniform Business Practices work product and other applicable documents as needed to facilitate recommended standards and model business practices.

### **Composition of the Glossary Subcommittee**

The Glossary Subcommittee is comprised of members of the retail electric industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the subcommittee by the EC. There is no requirement that a member of the Glossary Subcommittee be a NAESB Member.

### **Subcommittee Operating Procedures**

The Glossary Subcommittee will operate in conformance with the NAESB Certificate, Bylaws and established NAESBOPS (see references, below).

### **Meetings and Voting:**



The Glossary Subcommittee will meet on a regularly scheduled basis initially, with a preference to conference call meetings scheduled approximately every 3 weeks. The schedule of meetings will be noticed on the NAESB home page and will be open to any participant. When votes are taken, the members of the Glossary 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 Glossary Subcommittee then present during the meeting. Members who are not present at the time of a vote will not have their vote counted. All votes will be recorded in the minutes. All voting is on a one-company (as same is recorded on the sign-in sheet) one-vote basis. In the event of a vote, each company is entitled to have one person in attendance at the meeting cast one vote on any issue.

#### **REFERENCES (partial)**

1. NAESB Bylaws section 10.5
2. NAESBOP document "Procedures for NAESB Executive Committee Subcommittees"

#### **COORDINATION WITH RGQ GLOSSARY SUBCOMMITTEE**

**It is the intent of the RGQ and REQ Executive Committees for their respective Glossary Subcommittees to work closely and jointly in formulating defined terms used in REQ and RGQ model business practices, standards and associated documents, to the extent possible so as to accomplish uniformity and consistence among the REQ and RGQ publications.**