



NAESB Retail Gas Quadrant

Glossary Subcommittee Mission

The Glossary Subcommittee is a subcommittee of the NAESB Retail Gas Quadrant (RGQ). The mission of the Glossary Subcommittee is to provide consistency among defined terms used in the RGQ model business practices, as well as between the NAESB RGQ and REQ.

The Glossary Subcommittee will be responsible for:

- (i) Facilitating the creation of common definitions for terms submitted by:
 - a. Other subcommittees working on model business practices contained in the approved NAESB RGQ Annual Plan, and
 - b. NAESB Executive Committee (EC) requesting common definitions or other requests for action;
- (ii) Working to develop common definitions in conjunction with other glossary subcommittees within the balance of NAESB.

The Glossary Subcommittee is primarily tasked with facilitating the development of standardized glossary(s) of defined terms relating to model business practices and associated documents created by the RGQ and REQ subcommittees. Its focus will be on terms and definitions developed in connection with the annual plan.

Composition of the Glossary Subcommittee

The Glossary Subcommittee is comprised of members of the RGQ and other interested members of the retail gas industry. 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, with a preference to conference call meetings. 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 definitions of terms 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 voting will follow established NAESB voting procedures and will be recorded in the minutes.

REFERENCES (partial)

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

COORDINATION WITH REQ 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 consistency among the REQ and RGQ publications.