



Gas Industry Standards Board

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TO: Chairs of Subcommittees and Task Forces

FROM: Bill Boswell, Chairman of the Process Subcommittee
Dennis Holbrook, GISB General Counsel

RE: Subcommittee and Task Force Meetings

It is clearly more advantageous for ad hoc groups, task forces and subcommittees to operate cooperatively, normally without the use of formal parliamentary procedures. There will be more personal ownership of recommendations and less group polarization if they are reached in an informal setting. Specifically,

- When a group is capable of decision making in an informal way, without use of parliamentary rules, it should do so.
- There are valid arguments for not using standard parliamentary procedures under some circumstances. Cooperative problem solving groups with enough time available will usually reach wise decisions.
- There is little need for formal parliamentary procedure in committee meetings. The informality typical of a small discussion group is ideal, provided, of course, that it is not carried to the point of interfering with the committee's progress.
- Chairs act as agents of the Executive Committee in timely addressing Executive Committee business, according to the Executive Committee's general agenda, within the subcommittees and task forces for which they are responsible.

Key to GISB is the organization's ability to run its business effectively -- which is more easily accomplished if informality is used in administration of the meetings, discussions held and decisions reached. Given that setting, the GISB organization will proceed in a timely and organized fashion if the task forces and subcommittees and their respective leadership have substantial discretion to determine both procedural matters and the flow of activities during the meetings, as well as organization of the work products. Of course, the subcommittees and task forces, through their respective leadership, will follow the GISB Operating Practices that apply to them, (please see attachment of the applicable GISB Operating Practices).

Each chair of a GISB group or participant in the group need not be an expert on formal parliamentary procedure. If, for any reason, a task force or subcommittee has questions or needs advice on parliamentary procedure for the operation of its meeting, the chair should contact the two parliamentarians for GISB -- namely, Bill Boswell as chairman of the Process Subcommittee and Dennis Holbrook as GISB General Counsel. In this manner, the meetings should run efficiently and informally while still maintaining the direction determined by the Executive Committee.

As always, participation in GISB is the primary driver for accomplishing the goal of a more seamless marketplace for natural gas, and the organization thanks all the participants and leadership for their efforts in this process.