



NAESB Retail Electric Quadrant

XXXXX Subcommittee Mission

The XXXXX Subcommittee is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of the XXXXX Subcommittee is to _____.

The XXXXX Subcommittee will be responsible for the creation of proposed business practice standards as contained in the approved NAESB REQ Annual Plan and/or proposed business practice standards as forwarded to it by the NAESB 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 the REQ, 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 NAESB Executive Committee. The XXXXX Subcommittee is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving _____.

Composition of the XXXXX Subcommittee

The XXXXX 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 XXXXX Subcommittee by the EC. There is no requirement that a member of the XXXXX Subcommittee be a NAESB Member. The XXXXX Subcommittee has a chairperson, elected by the NAESB REQ members in attendance at the first meeting of the XXXXX Subcommittee (see below).

Establishment of the XXXXX Subcommittee

The XXXXX Subcommittee shall be formed in the following manner, in accordance with the NAESB "Procedures for NAESB Executive Committee Subcommittees" dated April 18, 2002:

- A.** Subcommittees are voluntary committees set up at the pleasure of the Executive Committee ("EC") to perform various functions as set forth in the Bylaws and as may be determined by the EC from time to time. The scope and activities of any Subcommittee shall be determined by the EC.
- B.** The EC will prepare a written statement concerning the purpose and tasks to be accomplished by the Subcommittee, the name of the Subcommittee and will select a member of the EC to act as temporary Chair of said Subcommittee.
- C.** The role of the temporary Chair is to make arrangements through the office of the Executive Director for the initial meeting, including drafting a notice of the meeting and agenda, determining time and place and issuing the notice, agenda and venue information to all NAESB members. The temporary Chair



shall serve only until such time as the Subcommittee is organized and elects its own Chair.

- D.** The notice for the meeting should include: a) a copy of the name and purpose statement of the "to be formed" Subcommittee; b) an invitation to NAESB members to volunteer to serve on the Subcommittee; c) a proposal that the acting Subcommittee Chair be selected as the Chair, with the option for NAESB members serving on the Subcommittee to recommend another EC member to perform the Chair functions for the ongoing Subcommittee (if there are alternates proposed, a vote would be taken at the first meeting to select the Chair); and, d) the suggestion that the Subcommittee also consider the need for a co-chair or vice chair and recording member.

Initial Meeting of the XXXXX Subcommittee

The initial meeting of the XXXXX Subcommittee shall be conducted in the following manner, in accordance with the NAESB "Procedures for NAESB Executive Committee Subcommittees" dated April 18, 2002:

- A.** At the initial meeting of a Subcommittee the following organizational matters will be addressed by those present:
- 1.** Adopt the proposed agenda, with additions, if any.
 - 2.** Review the name, objectives and task assignment(s) for the Subcommittee as contemplated and directed by the EC.
 - 3.** Determine, if necessary, the term of the Chair (and other committee positions, as applicable). Elect/ratify the Chair (and other committee positions as applicable) and Vice Chair pursuant to the Voting process outlined below. The Chair or co-chair of a NAESB EC Subcommittee must be a member of the EC.
 - 4.** Other organizational business as may be necessary to implement a committee structure and procedures necessary to carry out the EC objectives.
 - 5.** Take any other actions, as may be appropriate.
- B.** It is understood that the organizational actions of adoption, ratification and election shall be accomplished at the initial meeting by simple majority vote of NAESB members present and volunteering to serve on the Subcommittee. Substantive business of the Subcommittee shall be subject to quorum and majority rules as set forth below.



Subcommittee Operating Procedures

Meetings and Voting:

The XXXXX Subcommittee will meet on a regularly scheduled basis initially, with a preference to in-person meetings scheduled approximately every ___ weeks, with provisions made for conference call participation if/as appropriate. 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 XXXXX 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 XXXXX Subcommittee then present during the meeting. Members not present at the time of a vote will not have their vote counted. Upon request of any member of the XXXXX 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 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.

Majority and Minority Recommendations to the EC

In accordance with the NAESB "Procedures for NAESB Executive Committee Subcommittees" dated April 18, 2002:

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

Establishment of Subcommittee Task Forces

In accordance with the NAESB "Procedures for NAESB Executive Committee Subcommittees" dated April 18, 2002:

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

Meetings of the Subcommittee:

In accordance with the NAESB "Procedures for NAESB Executive Committee Subcommittees" dated April 18, 2002:



- A.** The notice of an initial meeting of a NAESB Executive Committee (EC) Subcommittee, NAESB EC Task Force, or NAESB Task Force under a NAESB EC Subcommittee will be distributed at least two weeks in advance of the meeting to all NAESB members.
- B.** Meetings of the Subcommittee are arranged and presided over by the Chair, or Vice Chair, in the event of the Chair's absence.
- C.** Meetings of the Subcommittee are open to all members of NAESB and other interested persons.
- D.** Meetings will be held at times and in places reasonably selected for the convenience of Subcommittee members. Meetings may be held by teleconference. Meetings will be noticed by means of the NAESB Home Page.
- E.** Subcommittees will proceed, as far as possible, on a consensus basis. The Subcommittee Chair may call a vote to determine the course of action to be taken or the nature of the Subcommittee's recommendation to the EC. Each participating company is permitted one vote. The EC may approve alternative subcommittee procedures which indicate who shall be entitled to vote to determine the course of action to be taken or the nature of the specific Subcommittee's recommendation to the EC.
- F.** In-person group meetings normally should be noticed at least two weeks in advance of the meeting. Teleconference-only meetings normally should be noticed at the preceding meeting. All teleconference-only meetings should normally be noticed at least two business days in advance.
- G.** Where reasonable, in-person meetings should provide for attendance by teleconference at the callers' expense. At an in-person meeting, the chair of the group, will also call-in (or open) 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.
- H.** Agendas for all NAESB meetings should be generated by the NAESB Chair(s) and posted on the NAESB Home Page sufficiently in advance of the meeting to allow persons accessing the Home Page on a daily basis to identify the issues to be discussed (by or associated with a Request or Clarification Number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee (EC).

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 NAESB home page and will be discussed during at least one meeting. During the first meeting to discuss a Request for Standard, 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.
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:
 - 2.1 In conjunction with the requester, that the request has been satisfied through the discussion and the requester determines to withdraw the request pursuant to section 6.5,
 - 2.2 That a proposed standard be drafted and if so drafted and voted upon, will be posted on the NAESB home page 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;
 - 2.3 That a proposed recommendation, having been fully staffed by the BPS and approved by a majority of the members present and voting, will be posted on the NAESB home page for comment and will be added to the agenda of the next scheduled EC meeting following a reasonable comment period specified; or,
 - 2.4 That additional information, research, or input is needed from the requester or other knowledgeable parties including other NAESB 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 NAESB home page).
3. Once a draft of a proposed standard has been posted on the NAESB home page 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:
 - 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 writing to the NAESB Office;
 - 3.2 That the draft of a 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; or,



- 3.3 That additional information, research, or input is needed from the requester or other knowledgeable parties including other NAESB subcommittees or task forces before proceeding with processing the Request for Standard; and,
 - 3.4 Where so voted upon pursuant to 3.2 above, and upon having been fully staffed, the recommendation will be posted on the NAESB home page for industry comment (regardless of the outcome of the vote); and, the matter will be added to the agenda of the next scheduled EC meeting following a reasonable comment period.
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 NAESB meeting minutes and transcripts); and/or b) a Chair may request of the NAESB office that a formal request for material be forwarded to the chair(s) of the applicable NAESB Subcommittee or task force.
 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.

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.
- 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.
- 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 recommendation; and if so, the matter shall be deemed to have been processed to completion.
- 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 for clarifications, further review or with guidance; and if so, the matter shall



be deemed to be an open matter requiring further processing by the Business Practice Subcommittee.

- 6.5 The requester of a standard 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 NAESB 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.
- 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.