

To: NAESB Parliamentary Committee
FROM: Terry McGill,
Cynthia Corcoran
RE: Redrafting of NAESBOP 1 through 4
DATE: February 21, 2003

Three public conference calls were held in order to revise NAESBOP 1 through 4.

NAESBOP 1 Procedures for NAESB Executive Committee Subcommittees

- Revisions were made to incorporate NAESB's Certificate of Incorporation and By-Laws regarding the authority of the Board of Directors to establish EC subcommittees versus the EC ability to establish its own subcommittees.
- Revisions were made to clarify the roles of EC subcommittees, task forces or working groups based on the NAESB Certificate of Incorporation and By-Laws. As revised, subcommittee working groups address ad hoc issues within a short timeframe, while a subcommittee task force will be part of the subcommittee structure designed to address particular issues throughout the lifespan of the subcommittee. A subcommittee does not have the authority to establish a task force, and a task force does not have the authority to establish a working group. Both a subcommittee working group and a subcommittee task force will report on their efforts to the subcommittee, with the subcommittee then reporting to the EC.
- Revisions were made to require each subcommittee to draft a mission statement to be approved by the EC or Quadrant EC. All mission statement will be attached to this NAESBOP as an exhibit.
- All references to NAESB Groups were eliminated since GROUPS was a carry over from GISB that was not incorporated into NAESB.
- Instructions to balanced voting procedures were deleted from this NAESBOP since this matter was completely addressed in NAESBOP 5.

NAESBOP 2 Executive Committee Actions on Standards and Related Matters

- This NAESBOP was deleted as duplicative of NAESBOP 7, 8 and 10.

NAESBOP3 Interpretations Subcommittee Mission and Procedures

- This NAESBOP was deleted as duplicative of NAESBOP 7, 8 and 10.

NAESBOP 4 NAEBS Operating Procedures with Respect to NAESB Affiliated Group Meetings, Agendas and the working of a NAESB Affiliated Group on matter(s) not yet assigned a Request Number

- The only concept from this document retained was subcommittee mission statements. Existing committee mission statements were included in NAESBOP1. The remainder of the document was deleted as duplicative of NAESBOP 7, 8 and 10.



NAESB Subcommittee and Task Force Mission Statements

A. Retail Electric Quadrant

1. Customer Processes Subcommittee (Appendix A)
2. Interpretations Subcommittee (needs development)
3. Supplier-Utility Interface Subcommittee (Appendix B)
4. Technical Electronic Implementation Subcommittee (Appendix C)

B. Retail Gas Quadrant

1. Customer Processes Subcommittee (being developed)
2. Interpretations Subcommittee (needs development)
3. Recruiting Task Force (being developed)
4. Retail Gas Business Practice Inventory Task Force (being developed)
5. Supplier-Utility Interface Subcommittee (being developed)
6. Technical Electronic Implementation Subcommittee (being developed)

C. Wholesale Electric Quadrant

1. Contracts Subcommittee (being developed)
2. Interpretations Subcommittee (needs development)
3. Market Operations Subcommittee (being developed)
4. Market Standards Subcommittee (being developed)
5. Standards Review Subcommittee (being developed)

D. Wholesale Gas Quadrant

1. Business Practice Subcommittee (Appendix D)
2. Contracts Subcommittee (needs development)
3. Electronic Delivery Mechanisms Subcommittee (needs development)
4. Information Requirements Subcommittee (needs development)
5. Interpretations Subcommittee (Appendix E)
3. Publication Process Review Task Force (needs development)
4. Technical Subcommittee (needs development)
5. ANSI Compliance Team (needs development)

E. Joint Quadrant Committees

1. Annual Plan Subcommittee (needs development)
2. Triage Subcommittee (Appendix F)

F. Board of Directors

1. Board Managing Committee (needs development)
2. Parliamentary Council (needs development)



NAESB Retail Electric Quadrant

Customer Processes Subcommittee Mission

The Customer Processes Subcommittee is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of the Customer Processes Subcommittee is to develop recommendations for standards and model business practices regarding customer-facing processes. The focus is to develop clear recommendations for customer processes that facilitate efficient implementation of competitive retail electric markets. This will require close cooperation/coordination with other NAESB efforts and close working relationships with other subcommittees, as required.

The Customer Processes Subcommittee will be responsible for the creation of proposed standards and model business practices as a result of items contained in the approved NAESB REQ Annual Plan, Requests for Standards or other requests for action 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 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 Customer Processes Subcommittee is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving customer processes, with an initial focus on (1) billing and payments, (2) customer enrollment and switching, (3) customer information and (4) customer inquiries. The Customer Processes 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 Customer Processes Subcommittee

The Customer Processes 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 Customer Processes Subcommittee be a NAESB Member.

Subcommittee Operating Procedures

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

Meetings and Voting:

The Customer Processes Subcommittee will meet on a regularly scheduled basis initially, with a preference to in-person meetings scheduled approximately every six 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 Customer Processes 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 Customer Processes Subcommittee then present during the meeting. Members 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"



NAESB Retail Electric Quadrant

Supplier-Utility Interface Subcommittee Mission

The Supplier-Utility Interface Subcommittee is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of the Supplier-Utility Interface Subcommittee is to develop recommendations for standards and model business practices, and other recommendations regarding the working relationships between retail energy suppliers and the Local Distribution Company (or other entity similarly charged with facilitating retail access in a given service area, e.g. ERCOT in Texas) for review and determination by the NAESB Executive Committee. The focus is to develop clear recommendations that facilitate the working of the retail market and compliment similar standards and model business practices developed by the other NAESB Quadrants. This will require close cooperation/coordination with other NAESB efforts to determine working relationships between market participants.

The Supplier-Utility Interface Subcommittee will be responsible for the creation of proposed standards and model business practices as a result of items contained in the approved NAESB REQ Annual Plan, Requests for Standards or other requests for action 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 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 Supplier-Utility Interface Subcommittee is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving the working relationships between retail energy suppliers and the Local Distribution Company implementing retail access in its service area. The subcommittee's initial focus is on (1) creditworthiness, (2) supplier licensing, (3) retail meter data validation, editing & estimating, (4) load profiling, (5) market participant interactions, (6) utility-supplier disputes and (7) settlement process. The Supplier-Utility Interface 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 Supplier-Utility Interface Subcommittee

The Supplier-Utility Interface 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 Supplier-Utility Interface Subcommittee be a NAESB Member.

Subcommittee Operating Procedures

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

Meetings and Voting:

The Supplier-Utility Interface Subcommittee will meet on a regularly scheduled basis, initially with a preference to in-person meetings scheduled approximately every four 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 Supplier-Utility



Interface 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 Supplier-Utility Interface Subcommittee then present during the meeting. Members 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"



NAESB Retail Electric Quadrant

Technical Electronic Implementation Subcommittee Mission

The Technical Electronic Implementation Subcommittee (TEIS) is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of TEIS is to develop recommendations for data dictionaries, transaction sets, data communication standards and implementation guidelines to support the standards and model business practices of the REQ. This will require close cooperation/coordination with other NAESB efforts to ensure the development of interoperable communication standards and the consistent use and semantics of data elements, transaction sets and message exchange models, where applicable.

The TEIS will be responsible for the creation of proposed standards and models as a result of items contained in the approved NAESB REQ Annual Plan, Requests for Standards or other requests for action 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 and the balance of NAESB to develop standards or other recommendations (with respect to the processing of such matters forwarded to it for processing) for review and determination by the NAESB Executive Committee.

The TEIS is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving data communications, data element and transaction set definitions, with an initial focus on electronic delivery mechanisms and on the technical implementation standards associated with (1) billing and payments, (2) customer enrollment and switching, (3) metering, (4) load profiling and (5) customer information. TEIS will not engage in the development of standards or models that encroach on business practices that are the domain of other REQ subcommittees. All requirements, issues, questions and concerns identified by the TEIS that pertain to standards and model business practices must be referred to the appropriate subcommittee or Executive Committee of the REQ.

Composition of the TEIS

The TEIS 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 TEIS by the EC. There is no requirement that a member of the TEIS be a NAESB Member.

Subcommittee Operating Procedures

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

Meetings and Voting:

The TEIS will meet on a regularly scheduled basis initially, with a preference to in-person meetings scheduled approximately every four 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 TEIS are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each



member of the TEIS then present during the meeting. Members 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"



NAESB Wholesale Gas Quadrant

Business Practice Subcommittee Mission

The Business Practice Subcommittee is a subcommittee of the NAESB Wholesale Gas Quadrant (WGQ) whose mission is to receive those Requests for Standards and other requests for action pertaining to potential change to or adoption of a NAESB Standard involving an existing or proposed business practice standard 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 with NAESB, 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 Business Practices Subcommittee is primarily tasked with 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 WGQ 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 Subcommittee by the EC. There is no requirement that a member of the Business Practices Subcommittee be a NAESB Member. The Business Practices Subcommittee has Co-chairs; from each of the four NAESB Quadrants. These Co-chairs are NAESB Members with dues paid; are selected from time to time by the Executive Director from among those persons who are NAESB Board Members, NAESB EC Members and/or NAESB EC Alternates; and continue to server thereafter at the pleasure of the EC Members of their respective Quadrants. 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.



NAESB Wholesale Gas Quadrant

Interpretations Subcommittee Mission

The Interpretations Subcommittee is a segment balanced subcommittee of the NAESB Wholesale Gas Quadrant (WGQ) whose mission is to receive the Requests for Interpretation or Clarification of NAESB WGQ 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 NAESB, 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 NAESB WGQ Executive Committee.

Composition of the WGQ Interpretations Subcommittee

The Interpretations Subcommittee is comprised of two members of each of the five NAESB WGQ segment representatives. These members are selected by the EC Members for each respective segment, which segment's representative(s) are communicated to the NAESB office from time to time. The Interpretations Subcommittee members are NAESB members with dues paid and serve on the Interpretations Subcommittee at the pleasure of the NAESB 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.



All NAESB Quadrants

Triage Subcommittee Mission

The Triage Subcommittee is a subcommittee of NAESB whose mission is to receive those Requests for Standards as forwarded to it by the NAESB 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 NAESB as to the manner in which the Request for Standard should be processed, including 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 NAESB Executive Committee for its review and determination. The Triage Subcommittee is primarily tasked with assessing and addressing the best manner for processing Requests for Standards submitted to NAESB.

Composition of the Triage Subcommittee

The Triage Subcommittee is comprised of five representatives from each NAESB Quadrant. Members of the industry interested in participating in meetings to discuss the recommended disposition of 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 NAESB 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.



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NORTH AMERICAN ENERGY STANDARDS BOARD OPERATING PRACTICE

Procedures for NAESB Executive Committee Subcommittees

The following are general procedures of NAESB Executive Committee Subcommittees and are intended to guide such subcommittee operations. Where specific procedures for a subcommittee exist and have been approved by the Executive Committee, the applicable, specific procedures are intended to guide the operations of the subcommittee in lieu of these generally applicable procedures.

I. Establishment of Subcommittees

The bylaws of NAESB assign to the Board and to NAESB's Parliamentary Committee the responsibility for developing and adopting matters involving corporate governance. Through the NAESB Operating Procedures (NAESBOps)PS the Board has adopted procedures for the operation of committees, sub-committees and task forces within subcommittees, and may adopt other such procedures in the future. The Executive Committee (EC), as a whole and through the Quadrant ECs, properly may wish to create subcommittees and task forces within subcommittees for the purpose of discharging its standards-setting/standards maintenance and model business practice-setting/maintenance responsibilities.

The EC and the Quadrant ECs shall have the general authority to adopt resolutions establishing sub-committees and task forces within a subcommittee for the specific purposes of facilitating the development, establishment and maintenance of standards and model business practices. Subcommittees, ~~and~~ ~~task~~ ~~forces~~ within the ~~subcommittee~~, ~~and~~ ~~working~~ ~~groups~~ shall in their operation comply with the NAESBOpsPS in all respects.

In addition, the EC may request authorization from the Managing Committee of the Board to establish other subcommittees and task forces within a subcommittee not covered by the preceding paragraph, and only upon such authorization being granted shall the said subcommittees and task forces within subcommittees exist or come into being. The Managing Committee may delegate the authority to develop additional subcommittees to the Parliamentary Committee of the Board. The EC or Quadrant EC may, on its own motion or at the request of the subcommittee, approve task forces within a subcommittee to address issues that are expected to require action throughout the tenure of the subcommittee. After the establishment of a subcommittee by the EC or Quadrant ECs, the subcommittee may establish working groups as needed to address ad hoc issues ~~that can be resolved in a distinct manner~~.

- A.** Subject to the foregoing, subcommittees are voluntary committees set up at the pleasure of the EC or Quadrant EC to perform various functions as set forth in the Bylaws and as may be determined by the EC or Quadrant EC from time to



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time. The scope and activities of any Subcommittee shall be determined by the EC or Quadrant EC.

- B. The EC or Quadrant 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 or Quadrant 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) a public invitation to volunteer to serve on the Subcommittee; c) ~~selection of the subcommittee chair~~ ~~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 ~~consideration of suggestion that the Subcommittee also consider~~ the need for a co-chair or vice chair and recording member.

II. Order of Business - Initial Meeting

- A. At the initial meeting of a Subcommittee the following organizational matters will be addressed by those present:
 - 1. Welcome participants, call the role of attendees by quadrant and segment, and give the antitrust advice.
 - 2. Adopt the proposed agenda, with modifications, if any.
 - 3. Review the name, objectives and task assignment(s) for the Subcommittee as contemplated and directed by the EC or Quadrant EC. Based on such objectives and task assignments, the subcommittee shall prepare a Mission Statement that should be approved by the subcommittee through a balanced vote. The Mission Statement must be presented to the EC or Quadrant EC for approval. Attached, as Exhibits _____ are the Mission Statements from all existing subcommittees as of March 1, 2003. Additional Mission Statements adopted will be appended hereto.
 - 4. 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 or co-chair pursuant to the Voting process outlined below. The Chair, Vice Chair, or one of the co-chair(s) of a NAESB EC Subcommittee must be a member of the EC. Subcommittees may select co-chairs by segment if they so choose.
 - 5. Other organizational business as may be necessary to implement a committee structure and procedures necessary to carry out the EC or Quadrant EC objectives.



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6. 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 balanced vote of participants present (see NAESB Op No. _____ - Name < WITH DATE) and volunteering to serve on the Ssubcommittee. Substantive business of the Ssubcommittee shall be subject to quorum and majority rules as set forth below.

III. Subcommittee Participation

- A.** Subcommittee participation is open to all interested participants, provided however, voting at certain subcommittees is limited to named members or alternates (eg. Quadrant ECs) (see NAESB Op No. 3 - Name < WITH DATE).
- B.** A participant may join as many Ssubcommittees as they desire, and may do so at any time.

IV. Majority and Minority Recommendations to the EC

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

V. Establishment of Subcommittee Working Groups

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

VI. Meetings of the Subcommittee

- A.** The notice of an initial meeting of a NAESB E-C Subcommittee or Task Force ~~under a~~within a NAESB EC Subcommittee will be made available at least three weeks in advance of the meeting to the public, NAESB participants and interested trade association staff for distribution to their members. Provided, however, an emergency meeting might be called. NAESB EC Subcommittee Working Groups may call meetings with less than two weeks notice.
- B.** Meetings of the Ssubcommittee, Task Force ~~of the~~within the sSubcommittee, or Wworking GGroup are arranged and presided over by the Chair, Vice Chair, or co-chair.
- C.** Meetings of the Ssubcommittee, Task Force ~~of the~~within the Ssubcommittee, or Wworking GGroup are open to all members of NAESB and other interested participants.
- D.** Meetings will be held at times and in places reasonably selected for the convenience of Ssubcommittee members. Meetings may be held by



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- teleconference. Meetings will be noticed by means of the NAESB [Web-siteHome Page](#). A fee may be charged to attend the meeting with prior notification.
- E.** All subcommittees, ~~tTask Fforce of the within the Ssubcommittee~~, or ~~Wworking Ggroup~~ will proceed with balanced voting for other than administrative or procedural items such as adoption of agendas or adoption of minutes. The balanced voting procedure is described in ~~the~~ NAESB Ops No. _____ - [PUT NAME HERE ONCE IT IS APPROVED< WITH DATE]. Each participating company per segment is permitted one vote.
 - 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, and all teleconference-only meetings should normally be noticed at least one week in advance through posting on the [NAESB Web-siteWorld Wide Web](#).
 - G.** All ~~in-person~~ meetings should provide for attendance by teleconference, and may be scheduled at the callers' expense with prior notification. 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 chair(s), vice chair or co-chair of the applicable ~~sSsubcommittee, Ttask Fforce within the Ssubcommittee or Wworking Ggroup~~ and posted on the NAESB [Web-siteHome Page](#) sufficiently in advance of the meeting to allow persons accessing the [NAESB Web-siteHome Page](#) on a daily basis to identify the issues to be discussed (by or associated with a Request or Clarification Number or Annual Plan item) and be able to attend. Exceptions to this may be granted by the indulgence of the EC.