

1 **RETAIL GAS QUADRANT DISTRIBUTORS SEGMENT PROCEDURES**

2 3 4 **1.0 DESCRIPTION OF THE DISTRIBUTORS SEGMENT**

5 The Distributors Segment of the Retail Gas Quadrant of the North American Energy Standards
6 Board (“NAESB”) is one of four (4) co-equal Segments comprising the retail natural gas market. The
7 Distributors Segment represents the interests of entities engaged in the regulated or publicly owned local
8 distribution of natural gas.

9 10 **2.0 DISTRIBUTORS SEGMENT MEMBERSHIP REQUIREMENTS**

11 Membership in the Distributors Segment of the Retail Gas Quadrant of NAESB shall be open to
12 persons that meet the following requirements:

- 13 - The person meets the general membership criteria set forth in the NAESB Bylaws (Article 5)
14 and the NAESB Certificate of Incorporation (Article IV Sections 1 & 2).
- 15 - The person meets the membership requirements specific to the Retail Gas Quadrant of
16 NAESB.
- 17 - The person is engaged in the regulated or publicly owned local distribution of natural gas.
- 18 - The person has submitted an application to the Retail Gas Quadrant, declaring its Segment
19 affiliation.

20 21 **3.0 NUMBER AND ELECTION OF REPRESENTATIVES TO THE NAESB BOARD**

22 (a) In preparation for an election of RGQ Distributor Segment representatives to the NAESB
23 Board, a slate of candidates shall be solicited and developed from interested RGQ Distributor
24 Segment Members. The RGQ Distributor Segment shall specify a point of contact who shall
25 provide the list of nominees to the NAESB office.

26 (b) The elections of RGQ Distributor Segment representatives to the NAESB Board shall be
27 subject to the following provisions:

- 28 - RGQ Distributor Segment Members shall cast votes for candidates in a number not
29 exceeding the number of vacant NAESB RGQ Distributor Segment directorships.
- 30 - No RGQ Distributor Segment Member shall cast more than one vote per vacant NAESB
31 RGQ Distributor Segment directorship.

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33 **4.0 NUMBER AND ELECTION OF RGQ EXECUTIVE COMMITTEE MEMBERS**

34 (a) In preparation for an election of Distributor Segment representatives to the RGQ EC, a slate
35 of candidates shall be solicited and developed from interested RGQ Distributors Segment
36 Members. The RGQ Distributor Segment shall specify a point of contact who shall provide
37 the list of nominees to the NAESB Office.

38 (b) The elections of RGQ Distributor Segment representatives to the RGQ EC shall be subject to
39 the following provisions:

- 40 - RGQ Distributor Segment Members shall cast votes for candidates in a number not
41 exceeding the number of vacant RGQ Distributor Segment EC seats.
- 42 - No RGQ Distributor Segment Member shall cast more than one vote per vacant RGQ
43 Distributor Segment EC seat.

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45 **5.0 RGQ DISTRIBUTOR SEGMENT DESIGNATED EC ALTERNATES**

46 (a) The RGQ Distributor Segment shall elect a number of Designated EC Alternates to ensure
47 that the business of the EC is conducted uninterruptedly. Following the election of RGQ
48 Distributor Segment EC Members, the RGQ Distributor Segment will elect not more than
49 eight (8) RGQ Distributor Segment Designated EC Alternates to attend and vote at RGQ or

50 NAESB EC meetings, when one, or more, regular RGQ Distributor Segment EC Member is
51 unable to attend a particular EC meeting. In preparation for an election of RGQ Distributor
52 Designated EC Alternates, a slate of candidates shall be solicited and developed from
53 interested RGQ Distributor Segment Members. The RGQ Distributor Segment shall specify a
54 point of contact who shall provide the list of nominees to the NAESB office.

55 (b) The elected RGQ Distributor Segment Designated EC Alternates shall be announced to the
56 NAESB Office as soon as possible after the election is complete. This written
57 communication shall include the name, address, telephone number, facsimile number, and e-
58 mail address of each Designated EC Alternate of the RGQ Distributor Segment.

59 (c) The role and duties of a Designated EC Alternate from the RGQ Distributor Segment are as
60 follows:

61 - When requested by an EC Member of the RGQ Distributor Segment to attend an EC
62 meeting, an RGQ Distributor Segment Designated EC Alternate shall do so unless he or
63 she is unable to attend, in which case the RGQ Distributor Segment Designated EC
64 Alternate shall so advise the RGQ Distributor Segment EC Member, and that EC
65 Member shall select another RGQ Distributor Segment Designated EC Alternate.

66 - When attending an EC meeting, the RGQ Distributor Segment Designated EC Alternate
67 shall have the full voting rights of the RGQ Distributor Segment EC Member, except as
68 may be limited by that RGQ Distributor Segment EC Member's notice in writing to the
69 Chair of the EC, the Secretary of NAESB, and the RGQ Distributor Segment Designated
70 EC Alternate.

71 - An RGQ Distributor Segment Designated EC Alternate is required to attend at least 50%
72 of all meetings for which they are requested to attend with a least one week's notice;
73 however, the attendance requirement would not exceed 50% of all EC meetings

74 scheduled annually.

75 (d) The same eligibility criteria that are required of RGQ EC Members under Section 10.2 (c) of
76 the Retail Gas Quadrant Procedures also apply to elected RGQ Distributor Segment
77 Designated EC Alternates.

78 (e) Once an RGQ Distributor Segment EC Member obtains an agreement from an RGQ
79 Distributor Segment Designated EC Alternate to substitute for them at an EC meeting, this
80 designation shall be communicated in writing to the NAESB office at least one day prior to the
81 EC meeting.

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83 **6.0 AMENDMENT OF SEGMENT PROCEDURES:**

84 Amendment of these Retail Gas Quadrant Distributors Segment Procedures shall be subject to
85 approval by 2/3 of the NAESB Retail Gas Quadrant Distributors Segment Members.

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87 **7.0 DISSEMINATION OF INFORMATION:**

88 The Distributors Segment shall designate a point of contact for their Segment to disseminate
89 various information and notices to the Segment Membership, its Quadrant, other Quadrants, and the
90 NAESB office regarding issues specific to the Distributor Segment.