

Western Governors' Association Transportation Fuels Council

CHARTER

1. PURPOSE

This charter delineates the mission, objectives, operations and procedures of the Western Governors' Association (WGA) Transportation Fuels Council.

2. MISSION

To serve as a forum for western states and territories to share ideas, develop a work plan for the implementation of the policy recommendations contained in the Transportation Fuels for the Future Advisory¹ Committee Report and WGA resolution 08-02 and 06-20, and be proactive in the pursuit of developing of alternative fuels in the West.

3. OBJECTIVES

3.1 The objectives of the WGA Transportation Fuels Council are:

- 3.1.1 To identify priority actions for the Western member states in facilitating and increasing the use of alternative transportation fuels. Each state will have the flexibility to identify how those priority actions best fit its own unique resource profile and transportation market realities.
- 3.1.2 To create a specific set of actions the WGA staff should take regarding the implementation of the Transportation Fuels Resolution.
- 3.1.3 To support multi-state/regional projects which address critical challenges such as fungibility, infrastructure and feedstock development.
- 3.1.4. To assist in guiding the development of a regional framework for the development of a performance based greenhouse gas standard for transportation fuels.
- 3.1.5 To identify potential public and private partnerships to investigate and develop alternative fuel production.

¹ The Western Governors' Association on February 23, 2008 accepted the "Transportation Fuels for the Future" Advisory Committee report. It is currently available on the WGA website: www.westgov.org

- 3.1.6 To share information on existing policies, programs, and research that members are working on to diversify the transportation fuel platform in their home state.

4. ORGANIZATION AND PROCEDURES

4.1 Membership

- 4.1.1 Membership in the WGA Transportation Fuels Council will consist of one representative from each member of the WGA, which will be responsible for representing their Governor on all Council decisions.
- 4.1.2 If a member fails to participate in three consecutive Council meetings; the state's governor will be contacted by the WGA to nominate a new representative. An alternate may attend meetings if officially appointed by the Governor. Alternates and new members will be expected to accept the charter as it has been accepted by the Council.
- 4.1.3 If a participating state is unable to attend a meeting where a vote is to be taken, a written proxy may be granted.

4.2 Council Chairperson(s), Members, and WGA Staff Responsibilities

4.2.1 Chairperson(s)

The Council chairperson(s) may be appointed by the lead governor(s) or selected by the WGA Staff Council. Should a Chairperson be appointed, his/her duty will be to direct the activities of the Council. Specifically a Chairperson shall:

4.2.1.1 Chair Council meetings

4.2.1.2 Work with WGA Staff to prepare an agenda, arrange a time, place and facilities for Council meetings.

4.2.1.3 Organize sub-committees and monitor their activities.

4.2.1.4 Oversee and report on Council consensus or voting on.

4.2.1.5 Periodically review the membership in order to maintain an active, well-balanced Council, and recommend changes in membership as warranted to the governors of participating states, lead governor (s), and the WGA.

4.2.1.6 Recommend revisions of Council procedures as needed.

4.2.1.7 Represent the Council at meetings of the WGA Board of Directors.

4.2.2 Council Members

Council Members, including the chairperson(s) agree to:

4.2.2.1 Participate regularly and in good faith

4.2.2.2 Be concise and disclose interests up front

4.2.2.3 Look for ways to address not only your own interests, but those of others as well

4.2.3 WGA Staff

WGA Staff will assist the Chairperson(s) and Council in

4.2.3.1 The implementation of the Governors' Resolutions 08-02 and 06-20

4.2.3.2 Communications and logistical support for Council meetings and activities

4.3 Decision Making

4.3.1 Council Members shall develop specific policy recommendations and actions for consideration by the governors and the WGA. Actions will be taken in accordance with the procedures outlined in the WGA bylaws.

4.3.2 Members agree that they will make a good-faith effort to reach consensus on all Council decisions. Consensus is defined as a proposal that "all can live with." When consensus cannot be reached, the objecting member(s) is expected to provide their view of an agreeable alternative. If consensus still cannot be reached, the matter will be presented to WGA Staff Council for final guidance.

4.4 Sub-Committees

- 4.4.1 Sub-committees may be established as ad-hoc working groups and abolished at the consensus of the group or at the direction of the Co-chairs.
- 4.4.2 Sub-committees may consist of outside experts, which will be designated by consensus of the Council. Outside experts will serve an advisory role only and will not participate in Council decisions.
- 4.5 Charter revisions
 - 4.5.1 Charter revisions may be made by a two-thirds vote of Council members.
 - 4.5.2 A minimum of one month's notice to all Council members is required for any revisions to the charter.
 - 4.5.3 A copy of the revised charter will be sent to the Lead Governor(s), the WGA Chair, and the governors of each participating state following approval of a revision.
- 4.6 Council Meetings
 - 4.6.1 Council meetings may be called by consensus of the group or at the discretion of the Co-chairs. The Council will meet in person or via conference call at least twice a year.
 - 4.6.2 Whenever possible, meetings shall be scheduled well in advance and, if possible, coincide with the dates and locations of meetings of the WGA, its staff council, or other relevant organizations or events. Meetings may be considered official meetings whether they are conducted face-to-face, by conference call, video conference, or other electronic media.
 - 4.6.3 The Council activities shall endeavor to act as a virtual organization to the maximum extent possible, relying on information technologies to conduct its business.
 - 4.6.4 Should a Council meeting include a topic of broad interest to the public or to the business community, the meeting will be open to the public and announced in advance.