

**Western State-Provincial Steering Committee Charter
(Adopted January 29, 2010)**

1. Role of the Committee

The Western State-Provincial Steering Committee (Committee) will provide input and recommendations to the Western Electricity Coordinating Council (WECC) and subregional planning groups in the Western Interconnection regarding transmission planning, resource assessment, operations, and other matters in the public interest. The Committee will review WECC products related to the Department of Energy (DOE) Grant and products of other groups in the areas of transmission planning, integration of variable generation and efficient use of the grid and provide feedback to WECC, Governors, the Western Governors Association, and others on additional areas of needed work and areas of disagreement. The Committee will provide input and recommendations to the state members of the WECC Scenario Planning Steering Group and to WGA and WIEB staff for their discussions/negotiations with DOE or others regarding work of the Committee to implement the DOE Grant. The Committee will foster state-provincial participation in WECC and the subregional planning groups.

2. Membership

The following States and Provinces are eligible to appoint to the Committee a representative of the Governor or Premier and a representative of the public utility commission: Alberta, Arizona, British Columbia, California, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, Oregon, South Dakota, Texas, Utah, Washington and Wyoming. Members may designate in writing an alternate to the Committee. One member from the Western Governors' Wildlife Council and one member from the Western States Water Council shall be invited to participate in the Committee as ex-officio members.

3. Decision-making

- a. The Committee will strive to make all decisions by consensus. Where consensus is not possible, the Committee may act upon meeting two conditions:
 - i. the affirmative vote of a majority of the representatives of the participating states and provinces; and
 - ii. those states and provinces voting in the affirmative must represent at least one-half the total load in the participating states and provinces.
- b. For purposes of taking the load percentage vote, each representative's vote will carry a pro rata share of that state's or province's overall load.
 - i. "Pro rata share" shall be based on the number of states and provinces with designated appointees to the Committee.
 - ii. "Load" means the amount of electricity consumed in that portion of a state or province that is located in the Western Interconnection. The amount of electricity consumed shall be derived, to the extent possible, from the same public official source, shall be posted on the Steering Committee website and shall be updated no less than once a year.

- iii. For purposes of voting, “participating states and provinces” means a state or province that has designated at least one official representative to the Committee.
 - iv. If a state or province has two voting representatives, then the percentage of load attributable to each representative’s vote shall be one-half of the state’s or province’s Load or the full Load, if one representative has given a proxy to the other representative for purposes of a specific vote.
- c. Unless specified otherwise by the Chair at least twenty-four (24) hours prior to the vote, the Committee may vote in any combination of the following manners:
- i. In person;
 - ii. Via conference call; and
 - iii. Via correspondence, including via e-mail and the Internet.

If the Chair specifies voting options that preclude one representative from a state from voting, the representative may give a proxy to the other.

4. Chair and Vice-Chair

Members of the Committee shall elect from their membership a Chair and Vice-Chair. The terms of office of the Chair and Vice-Chair shall be two (2) years, and each may be elected to more than one term. In the absence of the Chair, the Vice-Chair shall preside at Committee meetings and otherwise as necessary.

5. Work Groups

The Committee may create or abolish work groups as needed. The Committee Chair shall appoint the work group chair.

- a. Work groups shall be chaired by Committee members or their alternates.
- b. Work group participation shall be open to all Committee members and state and provincial staff.
- c. Work groups may solicit input, advice and participation from technical experts. Technical experts will not be compensated by Steering Committee funds.

6. Meetings

- a. Meetings, how held. The Committee may meet in person, via conference call or the Internet. If the Committee meets in person, participation by conference call or Internet is permitted; and votes may be taken from members as provided for in Section 3 above. The Committee Chair will provide notice of at least one week for an in-person meeting and seventy-two (72) hours for a phone meeting.
- b. A quorum consists of two (2) representatives or a proxy from fifty percent (50%) of the states and provinces, which constitute fifty percent (50%) of the load in the participating states and provinces.
- c. Public meetings. In general, all meetings of the Committee shall be open to the public. The Committee shall provide public notice of such meetings at least twenty four (24) hours in

advance and shall provide opportunities for public input at all public meeting. Public notice of meetings shall include the date, time and meeting venue, and describe the meeting topics in reasonable detail. As soon as practicable after the conclusion of a public meeting, the Committee shall make written records of the meetings, including conference calls, readily available on a publicly-accessible Internet web site.

- d. Closed sessions. The Committee may meet in closed session:
 - i. to discuss pending or proposed litigation;
 - ii. to receive confidential attorney-client communications from legal counsel; and
 - iii. to receive and/or discuss any information that is privileged, trade secret, protected from public disclosure by law or that the Committee determines should be kept confidential to protect a legitimate public interest.

Notice of closed meetings shall be given to Committee members as far in advance as possible. Materials to be discussed may be circulated by e-mail or another secure means.

7. Travel

- a. State and provincial representatives' or their alternates' travel to meetings of the Committee, work group meetings, WECC meetings, and subregional planning group meetings shall be reimbursed by the Western Interstate Energy Board (WIEB) pursuant to federal travel reimbursement guidelines provided travel reimbursement funds are available. Representatives will notify WIEB staff prior to travel in order to confirm and coordinate reimbursement. This travel reimbursement policy will be reviewed upon receipt of the confirmation of funding from the Department of Energy and again within six months after receipt of funding. Thereafter, travel guidelines shall be reviewed as needed.
- b. Within available resources, the Committee shall provide for travel reimbursement for adjunct technical experts and state staff employees where participation in Committee or work group activities makes it necessary and with prior approval from WIEB.

8. Communication and Record-Keeping

The Committee shall maintain timely, transparent communication among the Committee members, with planning bodies, and to the public, subject to any reasonably necessary restrictions on the dissemination of confidential information. The Committee will maintain a publicly-accessible Internet web site. Staff shall administer the web site. The website will include:

- a. Record of all decisions and actions taken by the Committee;
- b. Advance public notice and written records of Committee meetings, including conference calls;
- c. Calendar to inform Committee members, stakeholders, and the public of upcoming Committee, work group, subregional, and WECC meetings;
- d. Documents pertaining to Committee, work group, and expert work;
- e. Staff documents and background material;
- f. Membership information;
- g. Announcements; and
- h. Other documents or tools of communication as the Committee or staff deem necessary to provide public, transparent communication.

The Committee may, to aid in the sharing of confidential information, establish a secure area on its website accessible only to Committee members.

The Committee and its membership shall provide all information needed to comply with federal funding requirements.

9. Review and Modification of the Charter

The Committee may review and modify the charter as necessary one year after the date of its approval and again every six (6) months thereafter.

Any vote to modify the Charter shall follow the voting rules established in Section 3 above.

10. Procurement of Consultants

Competitive bids will be conducted for all contracts exceeding \$25,000. The Committee shall form an ad hoc work group that will work with the project manager to develop a Request for Bids for each project contract and advise the WIEB project manager on bids. WIEB will follow procurement practices analogous to that used by the Western Governors' Association in "Administrative Procedures and Policy: Purchase Order and Contracting Processing" and "Administrative Procedure and Policy: Procurement Standards."