

WIRAB Operating Procedures

The following operating procedures will be followed by the WIRAB:

WIRAB Meetings

- The WIRAB shall annually elect a chairman.
- Efforts will be made to provide seven days notice of WIRAB meetings, including conference call meetings will be posted on the WIRAB web site.
- Notice of WIRAB meetings shall include the proposed meeting agenda and appropriate background information.
- Summaries of WIRAB meetings will be posted on the WIRAB web site.
- WIRAB will maintain a listserv and will notify parties interested in receiving information on WIRAB meetings.

Requests for Presentations to the WIRAB

- The WIRAB will accept written submissions from entities outside State and Provincial governments. By invitation, the WIRAB may invite additional briefings at WIRAB meetings.
- The WIRAB will consider all suggestions by member States and Provinces.
- The WIRAB will invite suggestions from the Western Electricity Coordinating Council (WECC) on topics the WIRAB should address.
- WIEB and/or WIRAB staff will provide WIRAB briefings as resources are available.

Formal Advice from the WIRAB

- Written submissions to the FERC, the Electric Reliability Organization, and WECC, will be signed by the WIRAB Chair
- Submissions will include:
 - A statement of the issue;
 - A statement regarding the WIRAB's jurisdiction related to the issue;
 - The WIRAB recommendation(s); and
 - Minority reports as needed.
- Proposed advice verbally agreed to at a WIRAB meeting shall be reduced to writing and circulated to WIRAB members for approval. WIRAB members shall have seven days (or less if all Members agree to respond more quickly) to review the written advice.

Annual Calculation of Load

- WIEB staff will annually update Western Interconnection load percentages for each WIRAB Member based on publicly-available data.
- The annual calculation of loads in each jurisdiction represented on the WIRAB will be approved by WIRAB each year and posted on the WIRAB website.

- Based on the approved load calculations, a spreadsheet will be used to tally votes on formal actions to determine if parties voting in favor of a WIRAB action represent at least one-half of the load of the participating Members.