# Establishment and Authority

The <<Committee’s full name>> (<<abbreviation>>) was established by the <<Parent Committee>> (<<parent abbreviation>>). [If parent committee has changed: “The <<committee abbreviation>> now exists under the <<Parent Committee>> (<<parent abbreviation>>).”].

# Purpose and Responsibilities

The purpose of the <<abbreviation>> is to <<enter text>>.

The <<abbreviation>> is responsible for:

1. Creating guidelines for WECC regarding <<enter text>>.
2. Reviewing criteria and compare to guidelines to ensure <<enter text>>.
3. Providing a forum for <<enter text>>.
4. Performing other tasks as assigned by <<parent abbreviation>>.

# Committee Composition and Governance

1. **Membership**
	1. The <<abbreviation>> will be composed of members from WECC Member organizations <<with subject matter expertise in <<areas>> OR working in <<job function>> OR representing each of the following <<category types>>:>>.
	2. Members will be selected by their organization’s <<parent abbreviation>> representative or by their organization’s WECC Member Representative if no <<parent abbreviation>> representative exists.
		1. WECC Member organizations may have multiple members on the <<abbreviation>>.
		2. Notice of selection should be sent to the chair [co-chairs] (or designee).
	3. Members will serve until they resign or until a successor has been selected.
	4. The <<abbreviation>> will also include a liaison, appointed by WECC management, as a member.
	5. Committee members who miss three or more consecutive meetings will be removed from the committee.
2. **Leadership**
	1. The chair of the <<parent abbreviation>> will approve one [co-chair structure: “two”] of the <<abbreviation>> members to serve as the chair [co-chairs].
		1. The chair [co-chairs] will manage the committee and its meetings.
	2. The chair of the <<abbreviation>> will appoint a <<abbreviation>> member to serve as the vice chair for <<abbreviation>> approval [remove if co-chair structure].
		1. The vice chair will perform the duties of the chair in the chair’s absence or in case of a vacancy in the office of chair [remove if co-chair structure].
	3. The chair and vice chair [co-chairs] will each hold office for a [co-chair structure: “staggered”] term of two years, or until a successor has been duly appointed. The chair and vice chair [co-chairs] may serve multiple terms.
	4. WECC staff will partner with the chair and vice chair [co-chairs] to manage the committee and its meetings, plan the agenda, and coordinate efforts with the other technical committees to ensure alignment with WECC staff work plans and priorities.
	5. WECC staff will prepare minutes of <<abbreviation>> meetings for the committee’s approval.
	6. The chair [co-chairs] may appoint a steering committee, which will include the vice chair, WECC liaison, subgroup chairs, and may include other members, that will assist with meeting agendas and action recommendations.
3. **Meetings**
	1. The <<abbreviation>> will meet as often as required to carry out its responsibilities.
		1. Meetings will be held according to the WECC Meeting Policy.
		2. <<abbreviation>> meetings may be in-person, virtual, a combination of the two (hybrid), or by conference call, as determined by the chair [co-chairs].
		3. Meetings will be open to the public except as otherwise approved according to Board policy.
		4. A quorum for meetings will be [committee level: “committee members representing 15 WECC Member organizations with committee members on the committee”; subcommittee or work group: “committee members representing a third of WECC Member organizations with committee members on the committee”; task forces: “committee members representing a majority of WECC Member organizations with committee members on the committee”].
	2. The <<abbreviation>> will strive to make all decisions by consensus. If consensus is not possible, action taken by the <<abbreviation>> will require a majority vote of the members present.
		1. Voting may be by any means the chair [co-chairs] determines appropriate.
		2. Voting must take place in a noticed meeting.
		3. <<abbreviation>> members may not vote by proxy or absentee ballot.
		4. Each WECC Member organization may only have one vote.
		5. Members who vote in the minority regarding an approval item should provide an explanation for their vote. This explanation or a summary will be included in the minutes.
	3. WECC will give notice to each member of the <<abbreviation>> of the time and place of all meetings and will post notice of all meetings on the WECC website. Notice will be given no less than:
* 30 calendar days before in-person and hybrid meetings.
* [More frequent than monthly “Three”; monthly or less frequent “10”] calendar days before virtual meetings and conference calls.
	1. An agenda and the items for which action may be taken, will be posted no less than:
* [Committee Level “14”; all other group types “10”] calendar days before in-person and hybrid meetings.
* [Committee Level “Seven”; all other group types “Three”] calendar days before virtual meetings and conference calls.
	1. Any person who wants notice of <<abbreviation>> meetings may notify the WECC liaison. WECC will then email the notice of future meetings to that person when the committee members receive the notice.
	2. [Committees approved for Closed or WIDSA Sessions “The <<abbreviation>> has been approved by <<both>> <<the Board to hold closed sessions OR <<and>> the WECC General Counsel to hold Western Interconnection Data Sharing Agreement (WIDSA) sessions>>. <<Closed OR <<and>> WIDSA>> sessions must be held according to the procedures and requirements in the Board Policy on Closed and WIDSA Sessions. The <<abbreviation>> <<closed OR WIDSA>> sessions are approved to discuss: <<list the information approved>>.” Repeat last sentence if both closed and WIDSA approved, one for each.]

# Reporting

The <<abbreviation>> will report to the <<parent abbreviation>> on its activities and any recommendations.

# Review and Changes to the Charter

The <<abbreviation>> will review this charter every three years or as needed and [technical committees add “discuss any changes with the Joint Guidance Committee (JGC). The <<abbreviation>> will then”] make a recommendation to the <<parent abbreviation>> for approval.

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| --- | --- | --- |
|  | ****Committee**** | ****Date**** |
| **Approved** | <<parent abbreviation>> | **Month Day, Year** |
| **Endorsed** | **[Board Committees delete this row]** JGC | **Month Day, Year** |
| **Reviewed** | <<abbreviation>> | **Month Day, Year** |