

## **Establishment and Authority**

The Stakeholder Advisory Committee (SAC) is an advisory group established to support the WREGIS Committee and WREGIS stakeholders.

## **Purpose/Responsibilities**

The SAC receives and disseminates WREGIS stakeholders' information and proposals on the structure and operation of WREGIS to provide a forum for discussion and formulation of stakeholder recommendations and advice to WREGIS.

The SAC functions as an autonomous advisory body, consisting of state and provincial regulators, industry participants, and other interested parties. It is enabled by the Western Electricity Coordinating Council (WECC) Board-approved WREGIS Committee (WC) Charter. The SAC members are responsible for electing representatives to the WC as provided under the WC Charter and according to the general bylaws of WECC. The SAC will advise WREGIS staff and the WC as appropriate, on the operations, policies, and operating rules of the WREGIS system.

The SAC shall:

1. Elect SAC officers.
2. Determine the manner to elect four WREGIS Committee (WC) representatives, representing 1) Generator-Owners, 2) Load-Serving Entities, and 3) Industry - Other groups, and 4) State/Provincial/Voluntary Program representatives.
3. Address any topic that is, in its judgment, relevant to the operation of WREGIS.
4. Develop stakeholder recommendations for WREGIS activities including operations, policy, and change control requests based on stakeholder input and review, and present these recommendations to WREGIS staff and/or the WC per established rules and procedures.

## **Committee Composition and Governance**

### **1. Membership**

- a. Participation in SAC meetings is open to all interested parties.

- b. Membership in the SAC is open to all interested parties, which include the following entities:
  - i. Representatives of states, provinces, and voluntary programs in the Western Interconnection with policy or regulatory roles.
  - ii. Industry participants, including generators, load-serving entities or other participants.
- c. Entities can register as a SAC member by submitting a completed WREGIS Stakeholder Advisory Committee Membership Registration Form as available and as instructed on the WREGIS website.
- d. Only registered members of the SAC may cast ballots for SAC officers and WREGIS Committee representatives. For industry members, if multiple affiliates are registered from the same entity, only a single representative from each entity will have voting rights. Likewise, for Program Administrators, only a single representative from each specific program will have voting rights.
- e. Only registered members of the SAC may vote on proposed Program Change and Program Issues Requests. If multiple affiliates are registered from the same entity, only a single representative from each entity will have voting rights.

## 2. Leadership

- a. Only registered members of the SAC may stand for election
- b. Officers will be elected by a majority of the votes cast. A run-off election will be held within seven days, if necessary. The elections will be held every October of odd-numbered years.
- c. SAC Officers will be comprised of a Chair, Vice-Chair and Secretary. Other officer positions may be designated by a majority of SAC officers or a majority vote of SAC members voting during the officer election.
- d. The SAC Chair will be assigned to the person receiving the most votes in the SAC officer election, with the Vice-Chair assigned to the person receiving the second highest number of votes in the SAC officer election. If there are no other candidates running for an officer position, the Vice-Chair will be assigned by the SAC Chair.
- e. The SAC Chair will determine which of the other individuals running for an officer position will fill the Secretary and other offices, if applicable. If there are only enough candidates in an election to fill the seat of Chair, the newly elected SAC Chair may appoint SAC members to the vacant seats of Vice-Chair and Secretary.
- f. The Chair and Vice-Chair shall each hold office for a term of two years, or until a successor Chair and Vice-Chair are duly elected.
- g. The Chair shall set the meeting agendas and manage the committee and its meetings.



- h. The Vice-Chair shall perform the duties of the Chair in the Chair's absence, in the event of a vacancy in the office of Chair, or in the event that the Chair must step aside to present a particular matter to the committee. In the event that the office of Chair becomes vacant less than 12 months into the Chair's term, an interim election will be held to fill the vacant seat. In the event that the office of Chair becomes vacant 12 or more months into the Chair's term, the Vice-Chair will assume the duties of Chair for the remaining term. In the event the office of the Vice-Chair also becomes vacant during the term, an interim election will be held as soon as reasonably possible to fill the Chair and Vice-Chair offices.
- i. WREGIS staff shall maintain a list of SAC members, including the entity, SAC participant category, SAC member name, and contact information. Any SAC member can request this list at any time. SAC members may not use the list of SAC members for any purpose other than SAC business. The SAC Secretary, or other SAC Officer in the event the Secretary's seat is vacant or otherwise not available, may review minutes of the meetings prepared by WREGIS staff for the committee's approval.
- j. The SAC Chair may establish ad hoc subcommittees, work groups and steering committees to carry out duties and responsibilities within the scope of the SAC. Results and work progress of these group meetings will be presented at the monthly SAC meetings.

### 3. Meetings

- a. The SAC shall schedule a minimum of eight monthly meetings per year, roughly two meetings per calendar quarter, sufficient to conduct SAC business.
- b. A notice of each meeting, stating the time and place, shall be posted on the WECC website and communicated electronically to SAC members at least seven calendar days before the date of the meeting. The agenda shall be included in the electronic communication, but may be amended as necessary.
- c. The committee will conduct its meetings in accordance with Robert's Rules of Order.
- d. Meetings of the SAC may be in person or by teleconference/webinar, as called by the Chair.
- e. Meetings of ad hoc subcommittees, task forces, work groups and steering committees, if applicable, will be set by the individual groups.

## Reporting

The SAC shall report to the WC on its activities and any recommendations.



## Review and Changes to the Charter

The SAC shall review its charter on an annual basis and suggest changes which are supported by a majority of all SAC members attending a SAC meeting.

Approved by the Stakeholder Advisory Committee: January 16, 2018

Approved by the WREGIS Committee: February 15, 2018

