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## WREGIS Committee (WC) Charter

### Establishment and Authority

The Western Renewable Energy Generation Information System (WREGIS) Committee was established by the WECC Board of Directors (Board).

### Purpose/Responsibilities

The purpose of the WREGIS Committee (WC) is to—

1. Provide balanced advice, guidance, and feedback to WECC management regarding issues of interest to the WREGIS stakeholder groups that they represent.
2. Share decision-making responsibility with WECC management for proposed substantive changes in the Terms of Use, the Operating Rules of the WREGIS program, and fee increases or the addition of new fees.
3. Collaborate with WECC management and seek consensus on issues of interest to WREGIS stakeholders, such as WREGIS operations, policies, and/or operational changes that are in the best interests of the WREGIS stakeholders, WREGIS and WECC as a whole.
4. Ensure that industry perspective is considered in the decision-making process.
5. Ensure that changes to WREGIS rules and functionality do not adversely affect the ability of state programs to utilize WREGIS for compliance.
6. Ensure no prejudicial treatment for a single account holder or group.

The WC shall—

1. Coordinate with and report its activities to WECC management, except as specified below.
2. Upon request by the WREGIS Director, review proposals from WECC management regarding:
  - a. WREGIS's annual budget;
  - b. fee increases or the addition of new fees; and
  - c. substantive changes in the Terms of Use and Operating Rules.
3. Seek the WECC CEO's approval for substantive changes to the Terms of Use and Operating Rules that the WC has asked WECC management to make and that WECC management has declined to make.

Note: WECC management may make decisions on changes to the Terms of Use and Operating Rules either (1) upon the advice and consent of the WC, or (2) on approval by the WECC CEO.

4. Review for approval, any stakeholder system change requests that will require a substantive change to the Operating Rules following any stakeholder input process and prior to change implementation.

## Committee Composition and Governance

### 1. Membership

- a. The WC shall be composed of seven members:
  - i. Two WECC representatives, designated by the WECC CEO. The representatives selected by the WECC CEO shall be from a public utilities commission and/or from a state energy office or other state or governmental entity with a mission tied to energy. The entity employing the representative should be a member of WECC and from a state or province that utilizes WREGIS. If a representative meeting the above requirements cannot be found, the WECC CEO may designate a person of their choosing to represent WECC's interests.
  - ii. Two State/Provincial/Voluntary Program representatives (the intent is to have representation from two different states, provinces, or voluntary programs);
  - iii. One Load-Serving Entity representative;
  - iv. One Generator Owner representative;
  - v. One Industry-Ad Hoc representative. This seat may be held by any industry member who has a WREGIS Account and does not have employees currently on the WREGIS Committee. It is the intent of the WREGIS Committee to have representation from three different industry members.
- b. Members shall be selected by the entities that they represent:
  - i. Both WECC representatives will be designated annually by the WECC CEO to serve a one-year term. Terms will coincide with the WECC Annual Meeting. WECC representatives can serve multiple terms.
  - ii. One State/Provincial/Voluntary Program representative will be elected by a majority of the administrators of programs participating in WREGIS in accordance with the election schedule in section 1(d). This State/Provincial/Voluntary Program representative shall serve a two-year term with a beginning and end date that coincides with the WECC Annual Meeting of each even-numbered year. This representative can serve multiple terms.



- iii. One State/Provincial/Voluntary Program representative may be designated by the state, province, or voluntary program that accounted for at least 40 percent of Renewable Energy Certificate retirements made during the previous calendar year. Should there be two such qualified programs, the program with the greatest number of retirements during the previous two years shall designate this State/Provincial/Voluntary Program representative. If no program qualifies, the representative will be designated by a majority of the program administrators. This representative shall serve a one-year term that ends December 31st of each year. This representative can serve multiple terms.
- iv. Other representatives will be elected by their respective class groups in a manner to be determined by the WREGIS stakeholders through their organized group, the Stakeholder Advisory Committee:
  - 1) Generator and Load-Serving Entity representatives shall serve two-year terms with a beginning and end date that coincides with the WECC Annual Meeting of each odd-numbered year.
  - 2) The Industry-Ad Hoc and elected State/Provincial/Voluntary representatives shall serve two-year terms with a beginning and end date that coincides with the WECC Annual Meeting of each even-numbered year.
  - 3) These representatives can be elected for multiple terms by their representative class groups.
- c. Members of the WC, other than those designated by the WECC CEO, must hold an active account in WREGIS or work for an entity that holds an active account in WREGIS.
- d. If at any time during an elected term a WC member or member's employer no longer has a WREGIS account, the member will be removed from the WC. The WC chair will appoint a new qualifying member to complete the term, with the advice and recommendation of members of the represented class within 90 days of the removal. If at any time during an elected term a WC member's employment with their WREGIS member employer, the member will be removed from the WC. The WC chair will appoint a new qualifying member to complete the term, with the advice and recommendation of members of the represented class within 90 days of the removal.

## 2. Leadership

- a. The WECC CEO shall appoint one of the WECC representatives to the WC to serve as the chair.
- b. The chair of the WC shall appoint one of the WC members to serve as the vice chair.
- c. The chair shall manage the committee and its meetings.



- d. The vice chair shall perform the duties of the chair in the chair's absence or in case of a vacancy in the office of chair.
- e. The chair shall assign a committee member or WECC staff member to prepare minutes of WC meetings for the committee's approval.

### 3. Meetings

- a. The WC shall meet at least two times per year or more if required to carry out its responsibilities. Meetings will be held according to the Antitrust Policy and the Meetings Sponsored by WECC policy. ~~WECC Meeting Policy~~. This policy can be found on the WECC website under governing documents.
- b. A quorum for meetings shall be a majority of committee members. Only WC members may vote on balloted matters.
- c. Action taken by the WC shall require a majority vote of the members present. Voting may be by any means the chair determines appropriate, except that members may not vote by proxy or absentee ballot.
- d. WC meetings may be in person, by webinar, or by conference call, as determined by the chair.
- e. The chair (or designee) shall give notice by email to each member of the WC of the time and place of all meetings, and shall post notice of all meetings on the WECC website. Notice shall be given no less than 14 days prior to each meeting.
- f. An agenda, containing the items for which action may be taken, shall be included with the notice.
- g. In cases where an emergency meeting is necessary the WC chair, or designee, shall provide email notice of the time and place of the emergency meeting no later than three business days prior to the meeting. The notice will indicate the emergency status of the meeting. Emergency meetings will only be called to discuss matters of an urgent nature for which delay caused by compliance with the notice requirements of paragraph 3(e) could cause harm to WREGIS, its users, or WECC.
- h. Any person who wants notice of WC meetings may notify the chair by email. The chair (or designee) shall then email a copy of the notice and agenda of future meetings to that person when the notice and agenda are given to the committee members.
- i. The WC has been approved by the Board to hold closed sessions. Closed sessions must be held according to the procedures and requirements set forth in the Closed and WIDSA Sessions Policy. ~~Board Policy on Closed Sessions~~.

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- j. Except for minutes of closed sessions, draft minutes of the WC meetings will be posted to the WREGIS website within 10 business days of the meeting. Approved changes will be posted within 10 business days of the approval vote. Minutes of closed sessions will be handled in accordance with direction provided by the WECC corporate secretary.

## Reporting

The WREGIS Director or other WECC management member, as designated by the CEO, shall report to the CEO on the WC's activities and any recommendations.

The WC shall annually review each subcommittee, task force, or work group that reports to the WC to determine whether that group is still necessary or should be dissolved.

The WREGIS Director will prepare and provide the WC with a list of any WREGIS related subcommittees, task forces, or work groups that do not report to the WC but are examining areas of interest to WREGIS stakeholders. This list will include information about each group and its work areas or interests.

## Review and Changes to the Charter

The WC shall review this document as needed, but no less than every two years, and recommend any changes it considers advisable to the WREGIS Director. The WC shall consider and approve the changes to the charter after consultation with the WREGIS Director. The WREGIS Director shall present the approved charter, along with any dissenting opinions from either the WC or ~~staff~~the WREGIS Director, to the WECC CEO for consideration.

Approved by the WREGIS Committee: March 29, 2019

Approved by the WECC CEO: June 14, 2019

