



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: www.naesb.org

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### **NORTH AMERICAN ENERGY STANDARDS BOARD OPERATING PRACTICE**

#### **Procedures for NAESB Executive Committee Subcommittees**

The following are general procedures of NAESB Executive Committee Subcommittees and are intended to guide such subcommittee operations. Where specific procedures for a subcommittee exist and have been approved by the Executive Committee, the applicable, specific procedures are intended to guide the operations of the subcommittee in lieu of these generally applicable procedures.

#### **I. Establishment of Subcommittees**

- A.** Subcommittees are voluntary committees set up at the pleasure of the Executive Committee ("EC") to perform various functions as set forth in the Bylaws and as may be determined by the EC from time to time. The scope and activities of any Subcommittee shall be determined by the EC.
- B.** The EC will prepare a written statement concerning the purpose and tasks to be accomplished by the Subcommittee, the name of the Subcommittee and will select a member of the EC to act as temporary Chair of said Subcommittee.
- C.** The role of the temporary Chair is to make arrangements through the office of the Executive Director for the initial meeting, including drafting a notice of the meeting and agenda, determining time and place and issuing the notice, agenda and venue information to all NAESB members. The temporary Chair shall serve only until such time as the Subcommittee is organized and elects its own Chair.
- D.** The notice for the meeting should include: a) a copy of the name and purpose statement of the "to be formed" Subcommittee; b) an invitation to NAESB members to volunteer to serve on the Subcommittee; c) a proposal that the acting Subcommittee Chair be selected as the Chair, with the option for NAESB members serving on the Subcommittee to recommend another EC member to perform the Chair functions for the ongoing Subcommittee (if there are alternates proposed, a vote would be taken at the first meeting to select the Chair); and, d) the suggestion that the Subcommittee also consider the need for a co-chair or vice chair and recording member.



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### II. **Order of Business - Initial Meeting**

- A.** At the initial meeting of a Subcommittee the following organizational matters will be addressed by those present:
1. Adopt the proposed agenda, with additions, if any.
  2. Review the name, objectives and task assignment(s) for the Subcommittee as contemplated and directed by the EC.
  3. Determine, if necessary, the term of the Chair (and other committee positions, as applicable). Elect/ratify the Chair (and other committee positions as applicable) and Vice Chair pursuant to the Voting process outlined below. The Chair or co-chair of a NAESB EC Subcommittee must be a member of the EC.
  4. Other organizational business as may be necessary to implement a committee structure and procedures necessary to carry out the EC objectives.
  5. Take any other actions, as may be appropriate.
- B.** It is understood that the organizational actions of adoption, ratification and election shall be accomplished at the initial meeting by simple majority vote of NAESB members present and volunteering to serve on the Subcommittee. Substantive business of the Subcommittee shall be subject to quorum and majority rules as set forth below.

### III. **Subcommittee Membership**

- A.** Subcommittee membership is open to all interested parties.
- B.** A party may join as many Subcommittees as they desire, and may do so at any time.

### IV. **Majority and Minority Recommendations to the EC**

In the absence of consensus and following a vote of the Subcommittee, those members voting in the minority will be reminded by the Chair of their right to forward their proposal directly to the EC and of the date when the Subcommittee's majority proposal is to be discussed and addressed by the EC.

### V. **Establishment of Subcommittee Task Forces**

A Subcommittee established by the EC may establish, at its discretion, a Task Force or Task Forces to assist in the achievement of its objectives and tasks. Provided however, said Task Force(s) shall report to the Subcommittee on a regular basis and all proposed actions and recommendations of said Task Force(s) must be reviewed and ratified, adopted and/or voted on by the full Subcommittee prior to advancement to the EC.

### VI. **Classification of NAESB Group Charges**

NAESB Operating Practice -- Executive Committee Subcommittee Procedures  
Approved on February 16, 1995 and Amended on April 16, 1998 and July 16, 1998  
Revised April 18, 2002



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There are four kinds of groups.

### **Group 1**

Groups which are established by the EC that are assigned specific topic(s) and given a business practice review and business practice recommendation(s) charge within such topic(s).

Examples are:

- a) Intraday Task Force,
- b) Title Transfer Tracking Task Force, and
- c) Other topic-oriented groups established by the EC and given a similar business practice charge.



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### **Group 2**

Groups which are established by the EC with a request-oriented and ancillary matters business practice review and business practice recommendation(s) charge, (i.e., conforming changes, standards maintenance and clean-up).

Examples are:

- a) Business Practice Subcommittee (BPS),
- b) Contracts Subcommittee,
- c) Task Force(s) established under the Subcommittees established by the EC,

Examples are:

- i) Model Trading Partner Agreement Task Force,
- ii) Funds Transfer Agreement Task Force,
- iii) Short-Term Gas Purchase Agreement Task Force, and
- d) Any future group formed at the direction of the EC and charged with resolving request-oriented business practice issues within the subject matter of their charge from the EC.

### **Group 3:**

Groups which are established by the EC with a request-oriented and ancillary matters charge but without a business practice charge; or, are charged with "full staffing" of business practice issues which have been addressed by a duly constituted group (i.e. Groups 1 and 2 above).

Examples are:

- a) Information Requirements Subcommittee,
- b) Technical Subcommittee,
- c) Common Codes Task Force,
- d) Task Forces established by other Group 3 Subcommittees (e.g. Future Technology Task Force), and
- e) Such other group(s) as may be constituted by the EC and not charged with the resolution of business practice issues.

### **Group 4:**

Interpretations Subcommittee (ISC) which is established by the EC and is charged with the interpretation or clarification of NAESB Standards which may impact business practices. The ISC is not charged with the creation of new business practices. Rather, it is charged with interpreting the applicability of NAESB Standards to current business practices. Additionally, while the ISC may determine that one or more business practices are not in keeping with a



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NAESB Standard(s) (and that other(s) are), it may not propose (as an interpretation response) new NAESB business practice standards (i.e., X.1.X, X.2.X, X.3.X, or X.4.X standards).

### **VII. Meetings of the Subcommittee**

- A.** The notice of an initial meeting of a NAESB Executive Committee (EC) Subcommittee, NAESB EC Task Force, or NAESB Task Force under a NAESB EC Subcommittee will be distributed at least two weeks in advance of the meeting to all NAESB members.
- B.** Meetings of the Subcommittee are arranged and presided over by the Chair, or Vice Chair, in the event of the Chair's absence.
- C.** Meetings of the Subcommittee are open to all members of NAESB and other interested persons.
- D.** Meetings will be held at times and in places reasonably selected for the convenience of Subcommittee members. Meetings may be held by teleconference. Meetings will be noticed by means of the NAESB Home Page.
- E.** Subcommittees will proceed, as far as possible, on a consensus basis. The Subcommittee Chair may call a vote to determine the course of action to be taken or the nature of the Subcommittee's recommendation to the EC. Each participating company is permitted one vote. The EC may approve alternative subcommittee procedures which indicate who shall be entitled to vote to determine the course of action to be taken or the nature of the specific Subcommittee's recommendation to the EC.
- F.** In-person group meetings normally should be noticed at least two weeks in advance of the meeting. Teleconference-only meetings normally should be noticed at the preceding meeting. All teleconference-only meetings should normally be noticed at least two business days in advance.
- G.** Where reasonable, in-person meetings should provide for attendance by teleconference at the callers' expense. At an in-person meeting, the chair of the group, will also call-in (or open) the teleconference number (via a speakerphone) so as to admit the teleconference attendees by phone and permit interaction between the in-person attendees and the by teleconference attendees.
- H.** Agendas for all NAESB meetings should be generated by the NAESB Chair(s) and posted on the NAESB Home Page sufficiently in advance of the meeting to allow persons accessing the Home Page on a daily basis to identify the issues to be discussed (by or associated with a Request or Clarification Number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee (EC).



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### **VIII. Work by a Group on a matter not Assigned a specific NAESB Request Number:**

- A.** Should any group with a business practice charge (Groups 1 and 2 above), find itself discussing an ancillary matter which has not been assigned a NAESB Request or Clarification number, yet which is within the charge of the group and reasonably determined by the chair to be within the subject matter before it, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the group, with a majority consent of the members of the group, may place the item on subsequent agenda(s) of the group and process the matter(s) to resolution. Absent a majority consent of the group to so process the matter, the group will await receipt of i) a Request for Standard, ii) a Request for Clarification or Interpretation, iii) other instruction from the EC, or iv) majority consent of the group before processing the matter further.
- B.** Should any group not having a business practice charge, (Group 3) find itself discussing an ancillary matter which has not been assigned a NAESB Request number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the group. The Committee will await receipt of a Request For Standard or a recommendation requiring full staffing for further discussion of the matter.
- C.** Should the Interpretations Subcommittee find itself discussing an ancillary matter which has not been assigned a NAESB Clarification number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the Interpretations Subcommittee. The Committee will await a receipt of Request For Clarification Or Interpretation for further discussion of the matter.
- D.** Those participants in discussions referred to above are encouraged to attend and participate in the deliberations of the group to which a Request for Clarification or Interpretation was assigned.

### **IX. Standard Alternative Subcommittee Procedures**



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- A.** Pursuant to Section VII.E, above, the EC is authorized to establish alternative voting procedures for subcommittees when it deems such to be appropriate.
- B.** As stated in Section VII.E, voting in subcommittees and task forces shall proceed on a consensus basis **unless** specific written subcommittee or task force voting procedures are currently in place or unless otherwise determined by the EC to use one of the alternatives set forth below ("balanced voting" or "named members")
- 1) "Balanced Voting" means each segment has maximum of two (2) countable votes, regardless of the number of members present from a segment. If there are two or more members from a segment in attendance, countable votes are determined by dividing the total number of votes cast by members of a segment by the total number of that segment's voters present and voting, and multiplying the result by two. Where there are two or fewer segment members present, each vote counts as one countable vote. A simple majority is required to decide issues and abstentions are not counted. The chair shall be selected from among the members of the group, or appointed by the EC, as the EC may determine.
  - 2) "Named Members" means individual NAESB members are specifically assigned by the EC to the subcommittee or task force. There will be an equal number of members from each segment, and each member shall have one vote. One designated alternate is allowed to represent a named segment member in the event that one of the named segment members does not attend a subcommittee or task force meeting, and notational voting is not permitted. A simple majority is required to decide issues and abstentions are not counted. The chair shall be selected from among the members of the group, or appointed by the EC, as the EC may determine.