Via email, February 18, 2021

Posted for Interested Parties

**TO:** Parliamentary Committee Members: Bill Boswell (\*), Jim Buccigross, Cade Burks, Valerie Crockett, Michael Desselle, Bruce Ellsworth, Greg Lander, Debbie McKeever, Rae McQuade (\*), Brad Cox, Timothy Simon, Kim Van Pelt

**Cc:** NAESB Board of Directors, NAESB Advisory Council

**FROM:** Rae McQuade, President NAESB

**RE:** Agenda for NAESBParliamentary Committee Virtual Meeting – February 22, 2021

Dear NAESB Parliamentary Committee Members:

As previously announced, we have scheduled a Parliamentary Committee virtual meeting to take place on Monday, February 22, 2021 from 10:30 am to 11:30 am Central.

| **Monday, February 22, 2021** | **RSVP & Registration** |
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| Board Parliamentary Committee  10:30 am to 11:30 am Central | All NAESB meetings are open to any interested party. Please contact the NAESB office. |

We appreciate your continued support of NAESB and look forward to your participation in the meeting.

Best Regards,

\*Bill Boswell and Rae McQuade are non-voting members of the committee.

| **NAESB Parliamentary Committee Meeting – February 22, 2021 – 10:30 AM to 11:30 AM Central** | |
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| **Topic** | **Information/Requests** |
| Creation of the Group and recent status | * The Parliamentary Committee is established in the NAESB bylaws, § 7.8(c):   *There shall be a Parliamentary Committee, consisting of members of the Board with at least two Directors from each Quadrant. The function of the Parliamentary Committee is to address issues related to corporate governance, including, but not limited to, the Certificate of Incorporation, the Bylaws and the Operating Procedures. Members of the Parliamentary Committee shall be appointed by the Chair of the Board, who shall serve as the chair of this committee.* |
| Pre-meeting Assignments | * Review working documents and comments submitted by interested parties * Any interested party may attend. All voting and motions are reserved for the members of the committee. * Please provide any written comments to the NAESB Office ([naesb@naesb.org](mailto:naesb@naesb.org)) prior to the meeting if you are unable to attend |
| Meeting & Reference Materials | * Antitrust and Other Meeting Policies: <http://www.naesb.org/misc/antitrust_guidance.doc>. * Certificate: <http://www.naesb.org/pdf/naesb_certificate_103017.pdf>. * Bylaws: <http://www.naesb.org/pdf/naesbbylaws.pdf>. * NAESB Operating Procedures: <http://www.naesb.org/pdf/operating_procedures.pdf>. |
| Draft Agenda | 1. Administration and Welcome Administrative – Welcome, antitrust guidance, introduction of committee members and attendees, adoption of agenda, adoption of notes 2. Review the NAESB Operating Procedures Work Paper and Any Comments Submitted 3. Discuss Next Steps 4. Other business & Action Items 5. Adjourn |
| Meeting Materials and Work Papers | * **Agenda Item 1:** Administration: <http://www.naesb.org/pdf4/parliamentary_committee_roster.pdf> (roster); <https://www.naesb.org/pdf4/parliamentary022221a.docx> (agenda); <https://www.naesb.org/pdf4/parliamentary060920dm.docx> (June 9, 2020 notes) * **Agenda Item 2:** NAESB Operating Procedures Work Papers: <https://naesb.org/pdf4/parliamentary022221w2.docx> (Operating Procedures); <https://www.naesb.org/pdf4/parliamentary022221w1.docx> (Board Resolutions) |