Via email, May 27, 2020

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, Randy Parker, Timothy Simon, Kim Van Pelt

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

**FROM:** Rae McQuade, President and COO

**RE:** Draft Agenda for theParliamentary Committee Conference Call – June 9, 2020

Dear NAESB Parliamentary Committee Members:

An agenda has been posted for the previously announced Parliamentary Committee conference call and web cast scheduled for Tuesday, June 9, 2020 from 11:30 am to 12:30 pm Central on the NAESB website (<http://www.naesb.org/parliamentary.asp>). As work papers and/or comments become available, the links in the agenda will be revised and the agenda reposted, or the work papers and/or comments will be posted separately for the meeting.

We look forward to your participation, and as with all NAESB meetings, these meetings are open to any interested party. Please feel free to call the NAESB office should you have any questions or comments.

Best Regards,

Rae McQuade

Rae McQuade

NAESB President

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

| **NAESB Parliamentary Committee****Conference Call Tuesday, June 9, 2020 – 11:30 AM to 12:30 PM Central** |
| --- |
| **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.* |
| Purpose of Parliamentary Committee Call | * During the last Parliamentary Committee meeting, the participants continued discussions and proposing revisions to the NAESB Bylaws to support consistency with the undocumented practices and procedures of the organization. In the upcoming meeting, the committee will begin its review of the NAESB Operating Practices.
 |
| Pre-meeting Assignments | * Committee members are asked to review the work papers prepared for the meeting and to review any comments submitted prior to the meeting. All comments should be submitted to the NAESB office, attention of Veronica Thomason (vthomason@naesb.org), and will be posted to the committee website (<https://www.naesb.org//parliamentary.asp>) or included in other work papers posted for the meeting.
 |
| Attendance - Call-in information – June 9, 2020, 11:30 am to 12:30 pm C | * All NAESB meetings are open to any interested party. Please contact the NAESB office
 |
| 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 Practices: <http://www.naesb.org/pdf/operating_procedures.pdf>.
 |
| Draft Agenda | 1. Administration and Welcome
	* Antitrust and Other Meeting Policies guidance
	* Roll call to establish quorum
	* Adoption of the agenda
	* Adoption of the February 24, 2020 draft minutes
2. Review the NAESB Operating Practices 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/parliamentary060920a.docx> (agenda); <https://www.naesb.org/pdf4/parliamentary022420dm.docx> (February 24, 2020 notes)
* **Agenda Item 2:** NAESB Operating Practices Work Paper: <https://www.naesb.org/pdf4/parliamentary060920w1.docx>
 |