



<b>Document name</b>	<b>WREGIS Charter</b>
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## WESTERN RENEWABLE ENERGY GENERATION INFORMATION SYSTEM COMMITTEE

### CHARTER

Effective March 31, 2012

#### Establishment and Authority

The Western Renewable Energy Generation Information System (WREGIS) Committee is established by the WECC Board of Directors (Board) as a Board committee in accordance with section 7.7.2 of the WECC Bylaws.

#### Purpose/Responsibilities

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

- a. Provide advice, guidance, and feedback to WECC management regarding issues of interest to WREGIS stakeholders.
- b. Share decision-making responsibility with WECC management for proposed substantive changes in fee schedules, the Terms of Use, and the Operating Rules of the WREGIS program.
- c. 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 and WECC as a whole.

The WC shall:

- a. Coordinate with and report its activities to the WECC Chief Executive Officer (CEO), except as specified below.
- b. Upon request, review proposals from WECC management regarding:
  - i. WREGIS budget proposals;
  - ii. fee schedules; and
  - iii. substantive changes in the Terms of Use and Operating Rules.
- c. Seek WECC Board approval for substantive changes in fee schedules, Terms of Use, and Operating Rules that the WC has asked WECC management to make and that WECC management has declined to make.

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Note: WECC management is empowered to execute decisions on changes in fee schedules, Terms of Use, and Operating Rules either (1) upon the advice and consent of the WC or (2) upon approval by the WECC Board.

- d. 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;
    - One WECC Board member; and
    - Either a second WECC Board member or a WECC staff person.
  - 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-Other representative.
- b. Members will be selected by the entities that they represent.
  - i. Both WECC representatives will be designated annually by the Board chair to serve a one-year term that ends December 31<sup>st</sup> each year. 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 that ends December 31<sup>st</sup> of each even 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. If no program qualifies to designate this State/Provincial/Voluntary Program representative, the representative will be designated by a majority of the Program Administrators. This representative shall serve a one-year term that ends December 31<sup>st</sup> of each year. This representative can serve multiple terms.

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- iv. Other representatives will be elected by their respective class groups in a manner to be determined by the WREGIS stakeholders, by means of their currently organized group:
    - The Stakeholder Advisory Committee (SAC). Generator and Load-Serving Entity representatives shall serve two-year terms that end December 31<sup>st</sup> of each odd year.
    - The Industry-Other representative shall serve a two-year term that will end December 31<sup>st</sup> of each even year.
    - These representatives can be elected for multiple terms as desired by their representative class groups.
  - c. Members of the WC, other than those designated by the Board chair, must hold an active account in WREGIS or work for an entity that holds an active account in WREGIS.
  - d. The first election for representatives will be held in 2012 as soon as is feasible following approval of this charter.
  - e. If at any time during an elected term a WC member or member's employer no longer has such a WREGIS account, the member will be removed from the WC. The WC chair will appoint a new qualifying member to complete the term, upon advice and recommendation of members of the represented class.

## **2. Leadership**

- a. The WECC Board chair shall appoint one of the WECC representatives to the WC to serve as the WC chair and, upon recommendation of the WC chair, a WC member to serve as vice chair.
- b. The WC chair shall manage the WC and its meetings.
- c. The vice chair shall perform the duties of the chair in the chair's absence or in the event of a vacancy in the office of chair.
- d. The WC chair shall appoint a secretary, who need not be a member of the WC.
- e. The secretary shall prepare minutes of WC meetings for the WC's approval.

## **3. Meetings**

- a. The WC shall meet as needed to fulfill its responsibilities, at least twice per year.
- b. The time and place of meetings and the procedures for such meetings shall be as determined by the WC in accordance with WECC policies and procedures.
- c. A quorum for meetings shall be a majority of the members of the WC.
- d. Only WC members may vote on balloted matters.

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- e. Meetings of the WC may be in person or by a conference call noticed as required by the WECC Bylaws. The WC chair will determine whether the meeting will be in person or by phone.
  - f. A quorum having been established, action taken by WC shall require a majority vote of those members present in person or on a properly noticed conference call.
  - g. The WC chair, or designee, shall provide email notice of the time and place of all meetings of WC to members no later than two weeks prior to the meeting, together with an agenda of the items for which action may be taken. This information shall also be posted on the WREGIS website no later than three days prior to the meeting.
  - h. 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(g) could cause harm to WREGIS, its users, or WECC.
  - i. The WC chair may call for a closed session of the WC to protect the confidentiality of proprietary information or to receive attorney-client communications. Such closed sessions of the WC shall only be attended by members of the WC or the WECC Board, and by any guests invited to attend by the WC chair, after the invited guests' completion of a non-disclosure agreement, if appropriate.
  - j. Minutes of each meeting shall be prepared by the WC secretary for approval by WC.
  - k. Except for minutes of closed sessions, draft minutes of the WC meetings will be posted to the WREGIS website within 10 calendar days of the meeting. Approved changes will be posted within 10 calendar days of the approval vote. Minutes of closed sessions will be handled in accordance with direction provided by the WECC secretary.

### Reporting

When requested by the WECC Board, the WECC CEO shall report to the Board regarding WREGIS activities.

### 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 WECC CEO.

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Approved by the Board of Directors \_\_\_\_\_