

## **Standards Committee Executive Committee Structure & Responsibilities**

The Standards Committee (SC) Executive Committee is comprised of the committee chairman and vice chairman, and three (3) at-large voting members of the committee. The five members of the Executive Committee (Ex Com) will be from different segments; if there are SC members elected specifically as Canadian representatives, they will be considered Canadian representatives rather than representatives of the segment under which they are registered in NERC. The Standards Process Manager shall serve as the nonvoting secretary of the Ex Com.

The SC's Nominating Task Force shall present a slate of candidates to serve as Ex Com at-large members. The committee shall elect the at-large members of the Ex Com annually before the end of the second regularly scheduled committee meeting of the new year.

The Ex Com of the SC may exercise all the powers of the full committee between meetings of the committee with the exceptions of approving initial posting of SARs, appointing drafting teams, moving a SAR into the standards drafting stage or authorizing a draft standard to be moved to pre-ballot posting. For these four actions, unless pre-authorized by the full Standards Committee, a decision will be made by a ballot which will also include all members of the SC who are present at the meeting and choose to vote on the action item. A motion will pass if at least 2/3 of the votes cast are in the affirmative. The quorum for ballot of any action item will be the normal quorum for Ex Com meetings as defined below.

The Ex Com may authorize posting of Urgent Actions. It is preferred, however, to the extent practical, that the committee assign an action to the Ex Com in advance, or that an action is deferred to the committee as a whole.

When acting between meetings, if an Ex Com member feels that an agenda item may be controversial, that member should consult other SC members to obtain guidance on appropriate action.

Any actions taken by the Ex Com will be documented in published minutes. The Ex Com shall notify the SC as soon as possible after the Ex Com takes any action. The Ex Com shall at the next SC meeting submit any actions it has taken for ratification by the full committee. If the SC does not ratify an action of the Ex Com at the next regularly scheduled SC meeting which achieves a quorum, the Ex Com action is voided.

The Ex Com shall assist the committee chairman, as requested, in the following activities:

- Review committee meeting agendas prepared by the Standards Process Manager
- Coordinate committee and subgroup activities
- Respond to urgent matters of the committee

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- Serve as alternates to the SC Chair and Vice Chair at JIC meetings if either the Chair or Vice Chair are not available
- Assist in development of the draft SC annual work plan
- Provide policy direction for the operation of the SC
- Coordinate SC activities with other NERC committees, NAESB, and other entities
- Prepare reports to the NERC Board of Trustees.

The SC chair may call for a meeting of the Ex Com at any time. If the Ex Com is expected to take action on behalf of the SC, SC members will be notified (at the same time as the Ex Com) of the meeting time, location, and agenda (including all available materials) so that interested SC members may attend the Ex Com meeting. The chairman may also invite others to meetings of the Ex Com as needed.

An Ex Com member who is unable to attend a meeting is encouraged to designate a proxy by providing written notice (electronic medium is acceptable) to the chair, vice chair, or secretary. Ex Com members are encouraged to appoint other SC members to serve as proxies. Three of the five members of the Ex Com must be present to establish a quorum. A voting member of the Ex Com may not serve as a proxy for another voting member (a member may not carry more than one vote).