

# NERC

NORTH AMERICAN ELECTRIC  
RELIABILITY CORPORATION

## Standards Committee Subcommittee Organization and Procedures

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## Introduction

This document includes the following sections:

1. Purpose of the Standards Committee Subcommittees
2. Membership
3. Meeting Procedures
4. Officers
5. Subcommittee Reports
6. Approving Changes to this Document
7. Subcommittee Scopes

## Purpose of the Standards Committee Subcommittees

The subcommittees' principal role is to work outside of regularly scheduled Standards Committee meetings to assess issues and make recommendations to the Standards Committee. The specific subcommittee responsibilities are listed in their individual scopes.

While this document is intended to provide guidance in the management of Standards Committee Subcommittees, the Standards Committee recognizes the shared responsibility with the Certification and Compliance Committee for the Compliance Interface Subcommittee. The following procedures may be modified, as described in the Compliance Interface Subcommittee scope, to accommodate the shared responsibility.

## Membership

**General Requirements.** Subcommittee membership is open to any individual who is eligible, either by company affiliation or as an individual, to participate in NERC's Registered Ballot Body. Since a subcommittee is generally making recommendations to the Standards Committee rather than being a final decision maker, representation from all segments is not required. However, effort should be made to spread the representation as much as possible.

**Size.** Each Subcommittee will consist of four to seven people with a general target of five members.

**Commitment and participation.** Subcommittee members must be committed to their service on the subcommittees. This means preparing for and actively participating in all subcommittee meetings in person or on conference calls.

**Selection.** For each subcommittee, the Standards Committee Executive Committee will produce a slate of nominees, and a recommendation for subcommittee chair and vice chair, with a goal of having at least two of the nominees from the Standards Committee. The entire Standards Committee will make the final selections for each subcommittee and for each subcommittee's chair and vice chair.

**Term.** Unless filling an unexpired term, subcommittee members will serve two year terms with no term limits. Staggered terms are desired for continuity. The Standards Committee Executive Committee will identify term periods as part of their nomination process.

**Replacing members.** A subcommittee member who misses three consecutive subcommittee meetings or misses three consecutive meetings without sending a proxy may be replaced by action of the Standards Committee Executive Committee.

## **Meeting Procedures**

**General.** Other than the procedures listed below, the subcommittees follow the meeting procedures explained in *Robert's Rules of Order, Newly Revised*.

**Voting.** Recommendations taken to the Standards Committee are generally expected to be consensus recommendations.

**Minority Opinions and Personal Comments.** The notes from subcommittee meetings will include exhibits for minority opinions and personal comments, respectively. The chairman shall communicate both the consensus and minority views in presenting results to the Standards Committee.

**Meeting Format.** The maximum use of technology should be used to preclude the need to meet face-to-face

**Meeting Notes.** Meeting notes will include the date and time of the meeting, attendance, and a summary of major discussions and all actions taken.

**Open Meetings.** Subcommittee meetings are open to others who wish to attend as a guest of the subcommittee. The chairman will provide guests the opportunity to contribute to the subcommittee's discussions, provided the subcommittee's members have sufficient time to complete the consideration of their motions and complete the meeting agenda.

## **Officers**

The Standards Committee appoints the subcommittee officers (typically a chairman and vice chairman) for a specific term (generally two years). The subcommittee officers may be reappointed for additional terms. While the preference is for the subcommittee chairman to be a Standards Committee member, the Standards Committee chairman may appoint a non-Standards Committee member as a subcommittee officer if the individual has a demonstrated dedication to the NERC standards development process.

## **Subcommittee Reports**

Generally, the Standards Committee anticipates receiving subcommittee reports at its regularly scheduled face-to-face meetings. At a minimum, subcommittees are expected to submit a written activity report for inclusion in each regularly scheduled face-to-face Standards Committee meeting agenda.

## **Approving Changes to this Document**

The Standards Committee, generally upon recommendation of the Standards Committee Executive Committee, approves all changes to this document.

## **Subcommittee Scopes**

The Standards Committee will have the following subcommittees: 1) Process, 2) Communications and Planning, and 3) Compliance Interface.

### **Process Subcommittee**

This subcommittee is focused on maintaining the documents that support the standards development process. This subcommittee collects information from all Standards Committee members to identify modifications needed. This subcommittee drafts the modifications (or requests that a work group be formed to draft the modifications) and works with NERC staff to obtain approvals for the proposed modifications.

### **Ensures Maintenance of Standard References**

The Process subcommittee establishes a review cycle for each of the listed documents, and conducts reviews of the documents to ensure that each document is reviewed at least once every three years.

The Process Subcommittee's scope includes maintenance of the following:

- NERC/NAESB Joint Coordination Procedure
- Standards Development Procedure Manual
- Process for Developing the Compliance Elements of NERC Reliability Standards
- Standards Committee Scope
- Standards Committee Executive Committee Scope
- SAR Drafting Team Scope
- Standard Drafting Team Scope
- Procedure for Approving the Posting of a Reference Document with an Approved Standard
- Drafting Team Guidelines
- Subcommittee Scopes

### **Communications and Planning Subcommittee**

The Communications and Planning Subcommittee is focused on finding opportunities to provide information about standards to end-users and opportunities to collect information from stakeholders on issues to be addressed by standards by working throughout the year, networking with other industry groups. The Communication and Planning Subcommittee's scope includes the following items:

#### **Communicate with Stakeholders**

The subcommittee networks with regional committees, the NERC Operating Committee and Planning Committee, industry technical committees and stakeholders to identify issues and communicate information relative to standards and the standards process. The subcommittee provides summary feedback to the Standards Committee and NERC staff, including identification of potential standards projects, improvements to the standards process, identification of potential technical references, etc.

The subcommittee takes an active role in planning standards conferences and ensures that some of the conference time is allocated to industry discussion of proposed standards. The subcommittee may identify and take advantage of other forums for providing similar visibility and discussion of proposed standards.

**Propose Modifications to Annual Work Plan and Long-term Strategic Plan**

The subcommittee provides NERC staff and the Standards Committee with ideas (from stakeholders) on standards and standards issues that should be considered for annual work plans and strategic plans. The subcommittee provides input to the prioritization of projects identified for the next year's work plan based on stakeholder input. The subcommittee meets with NERC staff (during the third quarter of the year) to participate in drafting the work plan for the following year and in updating the strategic plan.