NERC
NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

Standard Drafting Team Scope

Purpose

The purpose of a standards drafting team (SDT) is to develop new or revised reliability standards. Each SDT develops the technical language of a new or revised reliability standard. Each reliability standard must be technically correct, must be within the scope of the associated SAR, and must reflect the comments submitted by electricity industry participants so that the standard is based on the consensus of the electric industry. Standard drafting teams may also develop, or request to have developed, documents to support reliability standards.

The SDT will:

- Participate in industry forums to help build industry consensus
- Consider and respond to posted comments
- Develop an implementation plan
- Assist in the determination of the need for field testing
- Determine when a reliability standard is ready for balloting
- Identify and consider regional variances
- Report progress to the Standards Committee (SC)

Each SDT stays in place until its assigned standard is approved or rejected by the ballot pool, or is withdrawn by the SDT.

Reporting

SDTs report to the SC. Each SDT works closely with the NERC staff and the SC.

Membership

Once the SC has authorized a SAR's entry into the standard drafting stage, the NERC director of standards will post a notice on the NERC Web site, requesting that interested parties complete and submit a SDT self-nomination form. The director of standards will review the list of candidates and forward all self-nominations along with a recommended slate of nominees to the SC.

The SC has the authority to make the final determination on appointment to SDTs and shall consider each candidate's technical experience in the specific issue being addressed as well as the ability to work effectively in a group situation. In making appointments, the SC shall consider the following:

- Representation from associated SAR drafting team
- Representation from each NERC region with an identified regional difference
- Representation from each Interconnection
- Representation from each of the functions expected to comply with the proposed reliability standard
- Representation from Canada and the United States

- Representation from as many impacted industry segments as possible
- Representation from the NERC compliance program

If more than one candidate provides a similar set of qualifications and diversity, preference shall be given to appointing the candidate who is an employee or agent of an entity in the registered ballot body. If the initial pool of self-nominations does not provide the mix of candidates needed to ensure that there is sufficient technical expertise with diverse views to represent the industry's viewpoints, additional self-nominations may be solicited. The requester may participate in the drafting of the standard, but is not a voting member of the SDT unless appointed by the SC.

Membership Changes
The SC approves all changes to drafting team membership. If a drafting team member cannot complete work on an SDT, that member shall notify the SDT chair and coordinator. The coordinator shall report the vacancy to the SC with a recommendation on whether to fill the vacancy.

The coordinator and chair will keep the SC apprised of the need to make changes to the membership (additions, replacements, dismissals, etc.) to keep an efficient and effective team.

SDT Chair
When making appointments, the SC shall identify which team member(s) shall serve as the chair. The chair is responsible for leading the drafting team in a fair and impartial manner. The chair reports team progress to the SC.

Coordinator
The coordinator shall be a member of the NERC staff appointed by the NERC director of standards and shall be an impartial, non-voting member of the team. The coordinator has overall responsibility for the appearance of team documents submitted for posting, balloting and adoption, records meeting proceedings, and prepares, distributes and posts meeting minutes. The coordinator is also responsible for ensuring that the drafting team adheres to the integrity of the standards process.

Meeting Procedures

Open Meetings
Meetings of SDTs shall be open to all interested parties. Meeting notices and agendas shall be publicly posted on the NERC Web site at least ten business days prior to the meeting. Notices shall describe the purpose of meetings and shall identify a readily available source for further information. Guests who wish to attend an SDT meeting must pre-register via the NERC Meetings Web page to ensure that there are sufficient resources to accommodate guests and SDT members. http://www.nerc.net/meetings/

The SDT chair is responsible for conducting the meetings in a responsible, timely and efficient manner. To accomplish its assigned tasks there may be times when the chair has to limit the participation of guests to ensure that the SDT accomplishes its assigned tasks.

Meeting notes shall be posted no more than ten business days following each meeting.

Quorum
A quorum requires two-thirds of the voting members of the SDT.

Voting
Team members assigned by the SC have the right to vote. Voting may take place during formal meetings or may take place through electronic means. Approval of any action of a SDT requires a two-thirds majority of the SDT member votes cast.

Proxies
Proxies are not allowed.