June 23, 2020

VIA ELECTRONIC FILING

Marija Tresoglavic, Acting Commission Secretary
British Columbia Utilities Commission
Box 250, 900 Howe Street
Sixth Floor
Vancouver, B.C.
V6Z 2N3

Re: North American Electric Reliability Corporation
Notice of Filing of Amended Compliance and Certification Committee Charter

Dear Ms. Tresoglavic:

The North American Electric Reliability Corporation (“NERC”) hereby submits the proposed amended Compliance and Certification Committee (“CCC”) Charter. This filing consists of this transmittal letter; Attachment 1, which contains a clean version of the proposed amendments to the CCC Charter; Attachment 2, which contains a redlined version of the proposed amendments to the CCC Charter; and Attachment 3, which is a matrix describing the amendments to the CCC Charter.

Proposed Amendments

Due to the large number of revisions to the CCC Charter, NERC created a change matrix (Attachment 3) detailing the substantive revisions to the CCC Charter. Below are highlights of the proposed revisions contained in Attachment 3.
Functions

• Align the CCC’s monitoring role with requirements under the NERC Rules of Procedure.
• Clarify the requirements for CCC member participation in CCC mediation of any disagreements or disputes between NERC and the Regional Entities.

Membership

• Propose hybrid membership for the CCC allowing for industry sector members, at-large members, and non-voting members.
• Identify criteria for selecting at-large members.
• Eliminate interim approval of members by the CCC so that members can only participate as full members upon appointment by the NERC Board of Trustees.
• Define procedures for notifying the CCC of any conflicts regarding affiliates.
• Clarify the participation role of observers in the full CCC and subcommittees.
• Incorporate by reference the NERC Participant Conduct Policy.

Term

• Redefine the term of membership to three years running from January to December of any calendar year.
• Identify when terms may run shorter than three years.
• Specify that there are no limits on the number of terms that a member can serve.

Meetings

• Clarify procedures to take actions without a meeting.

Officers and Executive Committee

• Explain roles of officers and executive committee members.

Nominating Subcommittee

• Define process for selecting members and filling vacancies for both the full CCC and the Nominating Subcommittee.

Subordinate Groups

• Streamline language for creating and disbanding subordinate groups of the CCC.

Meeting Procedures

• Outline procedures for voting on motions.
• Clarify the purpose of meeting minutes.

Attachment A

• Remove Sector 11 (Regional Entities) as a sector membership group due to the creation of at-large membership.
The Federal Energy Regulatory Commission ("FERC") originally approved the CCC Charter in June 2007 in an Order on Compliance Filing.¹ NERC submitted notice of a revised CCC Charter on April 5, 2010,² on March 22, 2018,³ and on December 14, 2018.⁴ NERC is hereby submitting notice of this revised CCC Charter. On May 14, 2020, the NERC Board of Trustees approved the revised CCC Charter contained herein.⁵

Communications

Please address any communications concerning this filing to the person listed below:

Edwin G. Kichline
Senior Counsel
North American Electric Reliability Corporation
1325 G Street, N.W., Suite 600
Washington, D.C. 20005
(202) 400-3000
(202) 644-8099 – facsimile
ed.kichline@nerc.net

⁴ Notice of Filing of Amended Compliance and Certification Committee Charter, (Dec, 14, 2018).
⁵ NERC, Board of Trustees Agenda Package, Agenda Item 2a (Compliance and Certification Committee Charter Amendments), https://www.nerc.com/gov/bot/Agenda%20highlights%20and%20Minutes%202013/Board_Open_Agenda_Package_May_14_2020_PUBLIC-POSTING.pdf
Respectfully submitted,

/s/ Edwin G. Kichline

Edwin G. Kichline
Senior Counsel
North American Electric Reliability Corporation
1325 G Street, N.W., Suite 600
Washington, D.C. 20005
(202) 400-3000
(202) 644-8099 – facsimile
ed.kichline@nerc.net

Counsel for North American Electric Reliability Corporation
Attachment 1

Proposed Amendments to the CCC Charter
Clean
Compliance and Certification Committee Charter

Approved by the NERC Board of Trustees on May 14, 2020

Filed with FERC on June 12, 2020, in Docket No. RR20-__-000.

June 12, 2020
## Table of Contents

Preface .................................................................................................................................................. iv
Purpose .................................................................................................................................................. v

Chapter 1 : CCC Functions ................................................................................................................ 1

Chapter 2 : Membership ....................................................................................................................... 3
  Representation ........................................................................................................................................ 3
    Industry Sector Members ..................................................................................................................... 3
    At-Large Members ............................................................................................................................ 3
  Membership Selection ......................................................................................................................... 4
  Member Expectations .......................................................................................................................... 4

Chapter 3 : Nominating Subcommittee ............................................................................................... 6
  Functions ............................................................................................................................................... 6
    Appointment of Nominating Subcommittee Members ........................................................................ 6
    Vacancies on the Nominating Subcommittee .................................................................................... 6
    Appointment Process for CCC Members ........................................................................................ 6
  Member Vacancies .............................................................................................................................. 7

Chapter 4 : Meetings ............................................................................................................................ 8
  Quorum ............................................................................................................................................... 8
  Voting .................................................................................................................................................. 8
  Open Meetings .................................................................................................................................... 8
  Confidential Sessions .......................................................................................................................... 8
    Majority and Minority Views ............................................................................................................. 8
  Action without a Meeting ................................................................................................................... 8

Chapter 5 : Officers and Executive Committee .................................................................................. 10
  Officers .............................................................................................................................................. 10
  Secretary .......................................................................................................................................... 10
  Chair ............................................................................................................................................... 10
  Vice Chair ...................................................................................................................................... 10
  Executive Committee ....................................................................................................................... 10
  NERC Staff ....................................................................................................................................... 11
  Observers .......................................................................................................................................... 11
Chapter 6: Subordinate Groups

- Committee Organization
- Subcommittees
- Task Forces
- Subordinate Group Membership and Representation
- Procedures

Chapter 7: Hearings

- Hearing Procedure
- Hearing Panel

Chapter 8: Meeting Procedures

Appendix A

- CCC Membership Structure
Preface

Electricity is a key component of the fabric of modern society and the Electric Reliability Organization (ERO) Enterprise serves to strengthen that fabric. The vision for the ERO Enterprise, which is comprised of the North American Electric Reliability Corporation (NERC) and the six Regional Entities (REs), is a highly reliable and secure North American bulk power system (BPS). Our mission is to assure the effective and efficient reduction of risks to the reliability and security of the grid.

Reliability | Resilience | Security
Because nearly 400 million North Americans are counting on us

The North American BPS is divided into six RE boundaries as shown in the map and corresponding table below. The multicolored area denotes overlap as some load-serving entities participate in one Region while associated Transmission Owners/Operators participate in another.

<table>
<thead>
<tr>
<th>MRO</th>
<th>Midwest Reliability Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPCC</td>
<td>Northeast Power Coordinating Council</td>
</tr>
<tr>
<td>RF</td>
<td>ReliabilityFirst</td>
</tr>
<tr>
<td>SERC</td>
<td>SERC Reliability Corporation</td>
</tr>
<tr>
<td>Texas RE</td>
<td>Texas Reliability Entity</td>
</tr>
<tr>
<td>WECC</td>
<td>Western Electricity Coordinating Council</td>
</tr>
</tbody>
</table>
Purpose

As a North American Electric Reliability Corporation (NERC) Board of Trustees (Board)-appointed stakeholder Committee serving and reporting directly to the NERC Board, the Compliance and Certification Committee (Committee or CCC) will engage with, support, and advise the NERC Board and NERC regarding the NERC Compliance Monitoring and Enforcement Program (CMEP), Organization Registration program (Registration program), Organization Certification program (Certification program), and the Reliability Standards development program in accordance with the NERC Rules of Procedure (ROP).
Chapter 1: CCC Functions

To fulfill its mission, the CCC performs the following functions:

1. Organizes and conducts Committee meetings with NERC staff regarding all facets of the CMEP, Registration, and Certification programs;¹

2. Provides balanced discussion, comments, and recommendations to the NERC Board and NERC staff on the following:
   a. Stakeholders’ perceptions² of the policies, practices, and effectiveness of the CMEP, Registration program, and Certification program;
   b. Revisions to the ROP related to the CMEP, Registration program, and Certification program to the NERC Board; and
   c. Compliance and Enforcement process or procedural issues.

3. Monitors NERC’s adherence to the ROP consistent with the following:³
   a. Sections 402 and 405 of the ROP for Compliance Monitoring and Enforcement, including but not limited to the uniform CMEP (Appendix 4C), the Sanction Guidelines (Appendix 4B), as well as the establishment of criteria for use in annual evaluations of the Regional Entity CMEP implementation⁴.
   b. Section 506 of the ROP for Organization Registration and Certification, including but not limited to the Organization Registration and Certification Manual (Appendix 5A).
   c. Section 300 of the ROP regarding the Reliability Standards development process except for appeals of substantive or procedural action or inaction associated with a Reliability Standard or the Reliability Standards process as defined in the appeals section of the Reliability Standards Development Procedure. Committee members who have participated in the development process for a Reliability Standard shall not participate in the Committee’s monitoring of that process.

4. Acts as the hearing body⁵ for any contest regarding findings of or penalties or sanctions for violation(s) of Reliability Standard(s) where NERC is the Compliance Enforcement Authority as described in Section 408 of the NERC ROP;

5. As directed by the NERC Board, serves as the mediator for any disagreements or disputes between NERC and the Regional Entities concerning NERC performance audits of Regional Entity’s compliance programs.⁶ When directed by the NERC Board to serve as mediator, the Committee Chair will appoint three members of the Committee to meet with representatives of NERC and the Regional Entity to attempt to resolve the matter. The appointed members shall be disinterested parties, shall not be registered in the Regional Entity associated with the disagreement, or shall not otherwise have any conflicts prohibiting the member from playing a role in the disagreement or dispute.

¹ Meetings are conducted under Chapter 4 of this Charter
² CCCPP: Program for Monitoring Stakeholder’s Perceptions
³ Monitoring by the CCC is ongoing and does not preclude, interfere with or replace, in whole or in part, the NERC Board’s responsibility to conduct and provide such reviews of these programs as required by Federal Energy Regulatory Commission (the Commission) regulations, 18 C.F.R. § 39.3.c: “The Electric Reliability Organization shall submit an assessment of its performance three years from the date of certification by the Commission, and every five years thereafter.”
⁴ CCCPP: Criteria for Annual Regional Entity Program Evaluation
⁵ CCCPP: NERC Compliance and Certification Committee Hearing Procedures
⁶ CCCPP: NERC Compliance and Certification Committee Mediation Procedures
Chapter 1: CCC Functions

6. At its discretion, participates as an observer participating with NERC Internal Audit, including but not limited to the Regional Entity audits conducted pursuant to Appendix 4A of the ROP;\(^7\)

7. Actively monitor compliance with the NERC ROP as related to Reliability Standards development, directly and through support of the NERC Standards Committee; and

8. Undertakes assignments from the NERC Board or the NERC Board’s Compliance Committee related to CMEP, Organization Registration and Certification, and Reliability Standards development.

\(^7\) CCCP: CCC Participation in NERC’s Audits of Regional Entity CMEP Programs in Accordance with Appendix 4A of the NERC Rules of Procedure
Chapter 2: Membership

Expertise
When selecting individuals to recommend for Committee membership, the Committee will seek to engage individuals who, in aggregate, provide the Committee with a level and breadth of expertise to achieve its goals and fulfill its scope and responsibilities while respecting other important factors such as industry sector, Region, interconnection, and country. Members with industry experience in compliance management, enforcement matters and legal, or auditing expertise is desired.

Representation
Membership is based on a hybrid model consisting of the following types of memberships:

- Industry Sector members;
- At-large members; and
- Non-voting members.

Industry Sector Members
Two members will be nominated to fulfill each of the following membership sectors:

- Sector 1 - Investor-owned utility;
- Sector 2 - State/Municipal utility;
- Sector 3 - Cooperative Utility;
- Sector 4 - Federal or Provincial Utility/Power Marketing Administration;
- Sector 5 - Transmission-dependent Utility;
- Sector 6 - Merchant Electricity Generator;
- Sector 7 - Electricity Marketer;
- Sector 8 - Large End Use Electricity Customer;
- Sector 9 - Small End Use Electricity Customer;
- Sector 10 - ISO/RTO; and
- Sector 12 - Government Representatives.

At-Large Members
At-large is a designation for individuals who are appointed to ensure that final configuration of the Committee best reflects the perspectives of the whole membership of the industry. At-large membership is intended to balance the needs of the Committee and to ensure performance of its responsibilities under the ROP. Those responsibilities require diverse perspectives representing Interconnections, regional views, country-specific views and expertise. To the extent practicable, the Committee will balance the following criteria to select at-large members:

1. Geographic diversity from all Interconnections and ERO Enterprise Regional Entities;
2. High-level understanding and perspective on reliability risks based on experience at an organization in a sector; and
3. Experience and expertise from an organization in the sector relevant to the Committee purview.
Chapter 2: Membership

Membership Selection

It is expected that CCC members will be from organizations that are NERC members, but it is not required.

Members are appointed to the CCC upon approval of the NERC Board and serve on the CCC at the pleasure of the NERC Board.

1. Affiliates
   A company, including its affiliates, may not have more than one member on the CCC. Any CCC member who is aware of a membership conflict of this nature is obligated to notify the CCC secretary within 10 business days. The CCC secretary will in turn report the conflict to the Committee Chair.

   Members impacted by such a conflict, such as through a merger of organizations, may confer among themselves to determine which member should resign from the CCC and notify the secretary and Chair; however, if they are within the same industry sector and cannot reach an amicable solution to determine who will remain, the Nominating Subcommittee will review the qualifications of each member and will determine which member shall continue to serve, subject to NERC Board approval.

2. Nominating Subcommittee
   The Nominating Subcommittee will consist of five members. To the extent practicable, the Nominating Subcommittee will be reflective of diversity of sectors and representation. Additional expectations are outlined in Section 4 of this Charter.

3. Non-Voting Members
   The Committee Chair, Nominating Subcommittee Chair or CCC secretary will coordinate with entities entitled to non-voting membership to identify representatives for the non-voting seats.

4. International Representation
   The Nominating Subcommittee, described below, will endeavor to attract and engage individuals with suitable qualifications and expertise in adequate numbers to satisfy Article VIII, Section 4 of the Bylaws. To the extent practicable, recognized Canadian organizations, such as the Canadian Electricity Association and Canada’s Energy and Utility Regulators, will be consulted for assistance in ensuring Canadian participation.

Member Expectations

Committee members are expected to represent the interests of their sector or a broad industry view to the best of their ability and judgment. In addition to the duties, rights, and privileges described elsewhere in this Charter, Committee members will:

1. Act consistently with the procedures in this Charter and Robert’s Rules of Order during meetings;
2. Adhere to NERC Antitrust Guidelines and Participant Conduct Policy;
3. Demonstrate and provide expertise in support of Committee activities;
4. Adjudicate in a fair and unbiased manner that meets applicable legal and due process requirements when participating in hearing procedures conducted under the NERC ROP Section 408;
5. Solicit comments and opinions from constituents and groups of constituents or trade organizations represented by the member and convey them to the Committee;
6. Respond promptly to all Committee requests, including requests for reviews, comments, and votes on issues before the Committee;
7. Arrange for a proxy to attend and vote at Committee meetings in the member’s absence; and
8. Respond promptly to all requests to register for Committee meetings.
Chapter 2: Membership

Term of Membership
All terms will have a standard length of three years effective by calendar year. To the extent practicable, member terms will be staggered such that approximately one-third of the Committee is subject to reappointment or replacement each year.

Terms shorter than three years may be required for several reasons:

- If two members are simultaneously selected to a sector that did not have any existing members, to stagger their terms, one member will be assigned a one-year term and the second member will be assigned a two-year term.
- If a member is selected to fill a vacant member position, the term will end when the term for that vacant position ends.

There is no limitation on the number of times a member may be reappointed.

Vacancies and Proxies

1. Created by the Member
   In the event a member can no longer serve on the Committee, that member will submit a written resignation to the Committee Chair or the secretary.

2. Requested by the Chair
   The Chair may request any Committee member who ceases to participate in the Committee or to fulfill the membership duties described in the Membership Expectations section of this Charter to submit a resignation or to request continuation of membership with an explanation of extenuating circumstances. If a written response is not received within 30 days of the Chair’s request, the lack of response will be considered a resignation.

3. Requested by the Board
   Committee members serve at the pleasure of the NERC Board. The NERC Board may initiate a request for a Committee member to resign.

4. Proxies
   Proxies can only be a person who is a member registered in the same sector or an officer, agent, or representative of a member either registered in the same sector or representing a similar position as an at-large member.

   A proxy may attend and vote during a Committee meeting provided the member notifies the secretary of the proxy. Such notification will be in writing (electronic medium is acceptable). The proxy representatives and their affiliation should be named in the correspondence.

Conflict of Interest
No Committee member may have a conflict of interest that would impair his or her ability to fulfill obligations under this Charter. Any Committee member who knows of any form of membership conflict, such as working for an entity affiliated with that of another Committee member, is obligated to notify the Committee Chair within ten (10) business days of obtaining that knowledge.
Chapter 3: Nominating Subcommittee

Functions
In addition to the duties, rights, and privileges described elsewhere in this Charter, members of the Nominating Subcommittee will:

1. Prepare a slate of Committee officer candidates for submission to the NERC Board for appointment;
2. Prepare a slate of recommended individuals to fill designated Committee vacancies (sector or at-large) as required; and
3. Manage, when required, the process to recommend the Committee Chair and/or Vice Chair.

Appointment of Nominating Subcommittee Members
The Nominating Subcommittee will consist of five members nominated by the Committee Chair and approved by the Committee. The Chair of the Nominating Subcommittee will be selected by the Committee Chair from among the five Nominating Subcommittee members annually. Members of the Nominating Subcommittee will serve concurrently with the term of the Committee Chair that selects the Nominating Subcommittee members.

Vacancies on the Nominating Subcommittee
The Committee Chair will nominate, and the full Committee will approve, a CCC member to fill a vacancy on the Nominating Subcommittee.

Appointment Process for CCC Members
Prospective members of the Committee may be identified via any means the Committee finds acceptable, including:

1. Solicited or unsolicited nomination by a recognized industry group or association;
2. General open solicitation by the Committee for nomination(s);
3. Self-nomination;
4. Recent list of nominations available to the Nominating Subcommittee that it deems to be valid;
5. Directed solicitation by the Committee to an individual or individuals; or
6. Referral by the NERC Board or other NERC body or Committee.

The Nominating Subcommittee may give preference to candidates nominated by organizations generally considered by the industry as representative of a broad cross-section of the industry sector in question, such as an industry trade association.

The Nominating Subcommittee will convert any sector vacancy to an at-large position to fill that seat until the end of the term when there is no qualified sector candidate from a nomination pool.

The Nominating Subcommittee will present the recommended Committee membership slate to the full CCC and then to the NERC Board for appointment. The NERC Board may appoint the entire recommended Committee slate or individual members, as needed, to meet membership balance and to fill vacancies.

The Nominating Subcommittee process will be detailed in a supporting CCC Process and Procedure document (CCCPP).
Chapter 3: Nominating Subcommittee

Member Vacancies
The Committee Chair will refer any general membership vacancy to the Nominating Subcommittee. The Nominating Subcommittee may request the Secretary to prepare a new solicitation for nominations to fill the vacancy.
Chapter 4: Meetings

In the absence of specific provisions in this Charter, all Committee meetings will follow Roberts Rules of Order.

Quorum

1. Two-thirds Requirement
   The quorum necessary for transacting business at meetings of the Committee is two-thirds of the members currently on the Committee’s roster.

2. Lack of Quorum
   If a quorum is not present at the beginning of the meeting, the Committee may not take any actions requiring a vote by the Committee; however, the Chair may, with the consent of the majority of members present, elect to allow discussion of the agenda items.

Voting

Actions by members of the Committee will be the affirmative vote of two-thirds of the votes present at any meeting at which a quorum is present.

Voting may take place during regularly scheduled in-person meetings or may take place via electronic mail or conference call.

Open Meetings

NERC Committee meetings will be open to the public, except as noted below under Confidential Sessions. Meetings are conducted in person.

Confidential Sessions

At the discretion of the Committee Chair, a meeting or portion of a meeting may have attendance limited based on confidentiality of the information to be disclosed at the meeting. Such limitations should be applied sparingly and on a non-discriminatory basis. All hearings of compliance matters will be confidential sessions. Confidential Information will only be disclosed as provided by Section 1500 of the NERC ROP. Confidentiality agreements may also be applied, as necessary, to protect Confidential Information.

Majority and Minority Views

All members of the Committee will be given the opportunity to provide alternative views on an issue. The results of Committee actions, including recorded minutes, will reflect the majority as well as any minority views of the Committee members. The Chair will communicate both the majority and any minority views in presenting results to the NERC Board.

Action without a Meeting

Any action required or permitted to be taken at a regular meeting may be taken without a meeting at the request of the Chair.

Such action without a meeting will be performed by mail or electronic ballot (e.g., telephone, email, or Internet) and will be recorded in the minutes as a roll call ballot. The secretary will announce the action required at least seven days before the date on which voting commences.
Chapter 4: Meetings

As time permits, members should be allowed a window of 10 business days to vote. The secretary will document the results of such an action within 10 business days of the close of the voting period. Such action must meet the regular meeting quorum and voting requirements above.

Approval of such action requires an affirmative vote by two-thirds of the Committee members eligible to vote. This vote will be recorded in the minutes of the next regularly scheduled meeting as a roll call ballot.
Chapter 5: Officers and Executive Committee

Officers
The Committee will have one secretary and two officers – one Chair and one Vice Chair.

Officers shall be selected as follows:

The CCC Nominating Subcommittee will recommend a Chair and a Vice Chair from among the members for a vote by the Committee at a meeting as required. The term of the Chair and the Vice Chair will begin on January 1.

The incumbent Chair and Vice Chair shall not vote on the selection of the incoming Chair and Vice Chair. The Chair and Vice Chair shall not be representatives of the same sector. As the Chair and Vice Chair shall continue to act as representative of the sectors, the administrative roles and responsibilities of the Committee shall be performed independently of the sectors they represent. Appointment of the Chair and Vice Chair shall be subject to approval of the NERC Board.

The Committee Chair and Vice Chair are voting members of the Committee.

Secretary
A member of the NERC staff will serve as the secretary of the Committee. The secretary will do the following:

- Manage the day-to-day operations and business of the Committee;
- Facilitate effective administration of Committee procedures;
- Prepare and distribute the notices of the Committee meetings, prepare the meeting agenda, and prepare and distribute the minutes of the Committee meetings; and
- Act as the Committee’s parliamentarian.

Chair
The Chair will direct and provide general supervision of Committee activities, including the following:

- Coordinate the schedule of all Committee meetings, including approval of meeting duration and location;
- Develop Committee agendas and rule on any deviation, addition, or deletion from a published agenda;
- Preside at and manage Committee meetings, including the nature and length of discussion, recognition of speakers and proxies, motions, and voting;
- Lead or direct the conduct of any hearings and the preparation of any adjudicatory documents by the Committee under Section 408 of the NERC ROP;
- Ensure actions and undertakings by the Committee under the NERC ROP Section 408 meet all applicable legal and due process requirements;
- Act as spokesperson for the Committee at forums inside and outside of NERC; and
- Attend meetings of the NERC Board when necessary to report to the NERC Board on Committee activities.

Vice Chair
The Vice Chair will assume the responsibilities of the Chair under the following conditions:

- At the discretion of the Chair (for brief periods of time);
• When the Chair is absent or temporarily unable to perform the Chair’s duties; or
• When the Chair is permanently unavailable or unable to perform the Chair’s duties. In the case of a permanent change, the Vice Chair will continue to serve until a new Chair is nominated and appointed by the NERC Board.

Executive Committee
The CCC shall have an Executive Committee of at least four members as follows:

• Chair;
• Vice Chair;
• Past Chair;
• Chair and Vice Chair of all subcommittees under the purview of the full Committee; and
• Additional members as deemed necessary by the Committee Chair.

The Executive Committee is authorized to act on the Committee’s behalf between regular meetings on matters where urgent actions are crucial and full Committee discussions are not practical.

Ultimate Committee responsibility resides with its full membership whose decisions cannot be overturned by the Executive Committee, and which retains the authority to ratify, modify, or annul Executive Committee actions.

NERC Staff
NERC will designate an executive sponsor and a secretary who will not be members of the Committee or vote on Committee business. The executive sponsor and the secretary shall be recused from participating in any Committee activity that involves monitoring of NERC’s adherence to ROP or any activity that they oversee. If the secretary has been recused from participating in a Committee activity, the Chair shall appoint another member of the Committee as acting secretary for any meetings or other activities from which the secretary is recused.

Observers
At the Chair’s discretion, observers may participate in public, non-confidential meetings of the full Committee and subcommittees; however, they cannot vote.

To the extent practicable, observers will be noted in meeting minutes. However, observers are required to comply with applicable Member Expectations in NERC Committees.
Chapter 6: Subordinate Groups

Committee Organization
The CCC organizational structure will be arranged as allowed in the NERC Bylaws to support a superior-subordinate hierarchy that is ordered as follows: a committee, a subcommittee, a working group, and a task force, with a committee being primary and a task force being quaternary.

The Committee may establish subcommittees, working groups, and task forces as necessary. The Committee Chair may also form any of these subordinate groups on behalf of the Committee. The Committee will be the responsible sponsor of all subordinate subcommittees, working groups, or task forces it may create, or that its subordinate subcommittees and working groups may create. The Committee will keep the NERC Board informed of all groups subordinate to the Committee.

Officers of the subordinate groups will be appointed by the Chair of the CCC.

Subcommittees, working groups, and taskforces will conduct business in a manner consistent with all applicable sections of this manual and Robert’s Rules of Order.

Subcommittees
The Committee may establish subcommittees to which the CCC may delegate some of CCC’s functions. The CCC will approve the scope of each subcommittee it forms. The Committee Chair will appoint the subcommittee officers (typically a Chair and a Vice Chair) for a specific term (generally two years). There is no limit to the number of terms that can be served by appointed subcommittee leadership. The subcommittee will work within its assigned scope and be accountable for the responsibilities assigned to it by the Committee. The formation of a subcommittee, due to the permanency of the subcommittee, will be approved by the NERC Board.

Working Groups
The Committee may delegate specific continuing functions to a working group. The CCC will approve the scope of each working group that it forms. The Committee Chair or delegates will appoint the working group officers (typically a Chair and a Vice Chair) for a specific term (generally two years). The CCC will conduct a “sunset” review of each working group every year. The working group will be accountable for the responsibilities assigned to it by the CCC or subcommittee and will work within its assigned scope. The CCC should consider promoting to a subcommittee any working group that is required to work longer than one term.

Task Forces
The Committee may assign specific work to a task force. The CCC will approve the scope of each task force it forms. The Chair of the CCC will appoint the task force officers (typically a Chair and a Vice Chair). Each task force will have a finite duration, normally less than one year. The CCC will review the task force scope at the end of the expected duration and at each subsequent meeting of the CCC until the task force is retired. Action of the CCC is required to continue the task force past its defined duration. The CCC should consider promoting to a working group any task force that is required to work longer than one year.

Subordinate Group Membership and Representation
The membership of each subcommittee, working group, and task force should be established to address the need for expertise and balance of interests. Each group’s membership requirements will be defined within the group’s approved scope.

As a general guide, the broader the group’s scope, the more emphasis there should be on balancing of interests. Therefore, subcommittees would be expected to have the broadest representation of appropriate industry sectors,
while a task force may be more focused on simply having the necessary expertise, and a working group may be somewhere between.

To the extent subordinate group membership is of a representative nature, recommendations for staffing of the group should be provided in a manner consistent with the principles outlined in the staffing of a Committee, including the use of an open nominations process. Canadian representatives should be recommended by the Canadian Electricity Association.

Preference may also be given to representatives recommended by broadly-based industry associations.

To the extent that subordinate group membership is based on providing requisite expertise, the Chair of the Committee may appoint members based on the relevant technical qualifications.

Rosters will be maintained for all members, both full Committee members and appointed members, for the subcommittees only as these subordinate groups are Board approved.

**Procedures**

Subcommittees, working groups, and task forces will conduct business in a manner consistent with all applicable sections of this Charter, the subordinate group’s scope, Robert’s Rules of Order, and Participant Conduct Policy.

CCC documents relating to the topics in the NERC ROP will require NERC Board approval.
Chapter 7: Hearings

General
The CCC will conduct hearings, as necessary, to fulfill its function of serving as the hearing body for any contest between NERC and a Regional Entity regarding NERC findings, penalties, or sanctions for violation(s) of Reliability Standard(s) by the Regional Entity as described in Section 408 of the NERC ROP.

Hearing Procedure
Unless specifically identified otherwise elsewhere in this Charter, the Committee’s hearing procedure shall follow the hearing procedure mandated and approved by jurisdictional authorities for use by NERC and the Regional Entities in the CMEP.

Hearing Panel
The Committee shall not have a standing hearing panel. When a hearing is to be conducted, the Committee shall select five members to serve as the adjudicatory panel for that hearing. Members serving on the panel shall be selected by vote of a valid quorum of the Committee. Voting members of the Committee at arm's length from parties to the hearing may be nominated or volunteer to stand for selection to the hearing panel. One or more alternates may also be selected, as the Committee deems appropriate for the circumstances. A member may serve on more than one panel concurrently. A panel is disbanded upon conclusion of the hearing proceedings for which it was formed.
Chapter 8: Meeting Procedures

Voting Procedures for Motions

- The default procedure is a voice vote.
- If the Chair believes the voice vote is not conclusive, the Chair may call for a show of hands.
- The Chair will not specifically ask those who are abstaining to identify themselves when voting by voice or a show of hands.
- The Committee may conduct a roll-call vote in those situations that need a record of each member’s vote.
- The Committee must approve conducting a roll call vote for the motion.
- The secretary will call each member’s name.
- Members answer “yes,” or “no,” but may answer “present” if they wish to abstain from voting.

Minutes

- Meeting minutes are a record of what the Committee did, not what its members said.
- Minutes should list discussion points where appropriate but should usually not attribute comments to individuals. It is acceptable to cite the Chair’s directions, summaries, and assignments.
- Do not list the person who seconds a motion.
- Do not record (or even ask for) abstentions.
- All Committee members are afforded the opportunity to provide alternative views on an issue. The meeting minutes will provide an exhibit to record minority positions. The Chair shall report both the majority and any minority positions in presenting results to the NERC Board.
## Appendix A

### CCC Membership Structure

<table>
<thead>
<tr>
<th>Primary Sector</th>
<th>Sub-Sector</th>
<th>Number of Members</th>
<th>Full Voting</th>
<th>Non-Voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Investor-owned Utility</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. State/Municipal Utility</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. Cooperative Utility</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4. Federal or Provincial Utility/Power Marketing Administration</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Transmission-dependent Utility</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6. Merchant Electricity Generator</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7. Electricity Marketer</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8. Large End Use Electricity Customer</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9. Small End Use Electricity Customer</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10. Independent System Operator (ISO)/Regional Transmission Organization (RTO)</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>12. Government Representatives</td>
<td>U.S. State</td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>U.S. Federal</td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canadian Provincial</td>
<td>1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canadian Federal</td>
<td>1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>At-Large Position</td>
<td></td>
<td>6</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>32</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment 2

Proposed Amendments to the CCC Charter
Redline
Compliance and Certification Committee Charter

Approved by Filed with FERC on June 28, 2018, in Docket No. RR18-0RR19-000.

February 8, 2018

Approved by the NERC Board of Trustees
February 8, 2018

March 26, 2020

I

Compliance and Certification Committee Charter

Approved by Filed with FERC on June 28, 2018, in Docket No. RR18-0RR19-000.

February 8, 2018

Approved by the NERC Board of Trustees
February 8, 2018

March 26, 2020

I
NERC | Compliance and Certification Committee Charter | February 2018
Approved by the NERC Board of Trustees | February 2020

Table of Contents

Mission ........................................................................................................................................... 1

Compliance and Certification Committee Functions ................................................................. 2

Membership .................................................................................................................................. 5

Representation ................................................................................................................................. 5

Industry Sector Members .................................................................................................................. 6

At-Large Members ............................................................................................................................ 6

Canadian Representation .................................................................................................................. 7

The Nominating Subcommittee, described below............................................................................ 7

Organizations ................................................................................................................................... 11

NERC Staff ..................................................................................................................................... 11

Observers ....................................................................................................................................... 11

Term of Membership ..................................................................................................................... 11

Member Expectations ....................................................................................................................... 12

Vacancies and Proxies ...................................................................................................................... 12

Requested By the Member ............................................................................................................... 12

Requested By the Chair .................................................................................................................... 13

Requested By the Board ................................................................................................................... 13

Proxies ............................................................................................................................................ 13

Conflict of Interest .......................................................................................................................... 13

Meetings .......................................................................................................................................... 14

Quorum ........................................................................................................................................... 15

Two-thirds Requirement .................................................................................................................... 15

Lack of Quorum ............................................................................................................................... 15

Voting ............................................................................................................................................... 15

Open Meetings ................................................................................................................................ 15

Confidential Sessions ...................................................................................................................... 16

Types of Meetings ............................................................................................................................ 16

Majority and Minority Views ............................................................................................................ 16

Action Without a Meeting ............................................................................................................... 16

Officers and Staff ............................................................................................................................. 18

Number of Positions ....................................................................................................................... 18

Secretary .......................................................................................................................................... 18

Officer Selection ............................................................................................................................... 18
NERC | Compliance and Certification Committee Charter | February 2018
Approved by the NERC Board of Trustees: February 2018

Voting of Officers .............................................................................................................. 19
Executive Committee ...................................................................................................... 19
Chair .................................................................................................................................. 19
Vice Chair ........................................................................................................................... 19
Nominating Subcommittee ................................................................................................. 21
Functions ............................................................................................................................ 22
Appointment of Nominating Subcommittee Members ....................................................... 22
Vacancies on the Nominating Subcommittee .................................................................... 22
Appointment Process for CCC Members .......................................................................... 22
Member Vacancies .............................................................................................................. 24
Subordinate Groups ........................................................................................................... 25
Committee Organization .................................................................................................... 25
Subcommittees ................................................................................................................... 25
Working Groups ............................................................................................................... 25
Task Forces ......................................................................................................................... 26
Subordinate Group Membership and Representation ....................................................... 26
Procedures .......................................................................................................................... 27
Hearings ............................................................................................................................... 28
General ................................................................................................................................ 28
Hearing Procedure ............................................................................................................. 28
Hearing Panel ...................................................................................................................... 28
Attachment A ..................................................................................................................... 30
CCC Membership Structure ........................................................................................... 30
Mission
Purpose

In the capacity of a North American Electric Reliability Corporation (NERC) Board of Trustees (Board)-appointed stakeholder committee serving and reporting directly to the NERC Board, the Compliance and Certification Committee (Committee or CCC) will engage with, support, and advise the NERC Board and NERC regarding all facets of the NERC Compliance Monitoring and Enforcement Program (Compliance and Enforcement program (CMEP)), Organization Registration program (Registration program), and Organization Certification program (Certification program). As a committee providing support and advice but otherwise independent of the execution of these programs, the CCC will monitor, and the CCC also monitors NERC’s adherence to in accordance with the NERC the Rules of Procedure (ROP) for these programs. Also and in a similar manner, as a committee independent of the Reliability Standards development process, the CCC will be the body responsible for monitoring NERC’s adherence to the (ROP) regarding the Reliability Standards development process with the exception of appeals of substantive or procedural action or inaction associated with a Reliability Standard or the Standards process as defined in the appeals section of the Standard Processes Manual. The CCC is also responsible for establishing and implementing a program to monitor NERC’s compliance with the Reliability Standards that apply to NERC.
Compliance and Certification Committee Functions

To fulfill its mission, the CCC performs the following functions:

1. Organizes and conducts committee meetings directly with NERC staff regarding all facets of the Compliance and Enforcement (CMEP), Registration, and Certification programs;[1]
2. Provides balanced discussion, comments, and recommendations to the NERC Board and NERC staff, on the following:
   a. Provides comments to NERC with respect to stakeholders’ perceptions of the policies, practices, and effectiveness of the Compliance and Enforcement program (CMEP), Registration program, and Certification program;
   b. Recommends revisions of the electric reliability organization (ERO)-Revisions to the ROP related to the Compliance and Enforcement program (CMEP), Registration program, and Certification program to the NERC Board; and
3. Establishes and implements programs to monitor:
   c. Compliance issues;
   3. Monitors NERC’s adherence to Section 506 of the ROP consistent with the following:[2]
      a. Sections 402 and 405 of the ROP for Compliance Monitoring and Enforcement, including but not limited to the uniform CMEP (Appendix 4C) and the Sanction Guidelines (Appendix 4B).
      b. NERC’s adherence to Section 506 of the ROP for Organization Registration and Certification, including but not limited to the Organization Registration and Certification Manual (Appendix 5A).
      c. NERC’s adherence to Section 300 of the ROP regarding the Reliability Standards development process with the exception of appeals for substantive or procedural action or inaction associated with a Reliability Standard or the Reliability Standards process as defined in the appeals section of the Reliability Standards Development Procedure. Committee members who have participated in the development process for a particular Reliability Standard shall not participate in the committee’s monitoring of that process.
      d. NERC’s compliance with the Reliability Standards that apply to NERC.
4. Serves as the hearing body[3] for any contest regarding findings of or penalties or sanctions for violation(s) of Reliability Standard(s) where NERC is directly monitoring the entity for compliance with those standards (registered entity by agreement with a Regional Entity or absent a delegation agreement; the Region itself; where approved standards are applicable to the Region), the Compliance Enforcement Authority as described in Section 408 of the NERC ROP;

1 Meetings are conducted under Section 4 of this Charter.
2 CCCP-401, Program for Monitoring Stakeholder’s Perceptions
3 Monitoring by the CCC is ongoing and does not preclude, interfere with or replace, in whole or in part, the NERC Board’s responsibility to conduct and provide such reviews of these programs as required by Federal Energy Regulatory Commission (the Commission) regulations, 18 C.F.R. § 39.3.c: “The Electric Reliability Organization shall submit an assessment of its performance three years from the date of certification by the Commission, and every five years thereafter.”
4 Monitoring by the CCC is ongoing and does not preclude, interfere with or replace, in whole or in part, the NERC Board’s responsibility to conduct and provide such reviews of these programs as required by Federal Energy Regulatory Commission (the Commission) regulations, 18 C.F.R. § 39.3.c: “The Electric Reliability Organization shall submit an assessment of its performance three years from the date of certification by the Commission, and every five years thereafter.”
5 CCCP-406, NERC Compliance and Certification Committee Hearing Procedures
Compliance and Certification Committee Functions

2.5 As directed by the NERC Board, serves as the mediator for any disagreements or disputes between NERC and the Regional Entities concerning NERC performance audits of Regional Entities' compliance programs.

6. At the discretion of the CCC, participates as an observer in Regional Entity Compliance Program audits executed by NERC’s Internal Audit and Corporate Risk Management function, consistent with conducted pursuant to Appendix 4A of the ROP.\(^6\)

7. Actively monitor compliance with the NERC ROP as related to Reliability Standards development, directly and through support of the NERC Standards Committee in the development of new and revised standards by providing a pool of qualified compliance-oriented personnel for participation in the compliance administration element phase of the standards development process to ensure NERC compliance with the NERC ROP.

10. Provides assistance to NERC Reliability Standards and the Regional Entities to implement the Compliance and Enforcement, Registration, and Certification programs, and

11. Undertakes assignments from the NERC Board or the NERC Board’s Compliance Committee related to compliance and enforcement, organization registration, organization certification, and standards development, CMEP, Organization Registration and Certification, and Reliability Standards development.

---

\(^6\) CCCP-006, NERC Compliance and Certification Committee Mediation Procedures

\(^7\) CCCP-012, CCC Participation in NERC’s Audits of Regional Entity CMEP Programs in Accordance with Appendix 4A of the NERC Rules of Procedure
Membership

Goals
The CCC provides for balanced discussion, commentary, and recommendations on compliance issues by bringing together a wide diversity of opinions and perspectives from NERC member sector experts who have particular familiarity, knowledge, and experience in the area of compliance and NERC Standards and Regional Standards.

Appointment and Terms of Service
Members are appointed to the committee by the NERC Board and serve on the committee at the pleasure of the Board. Member terms are the lesser of three years from appointment or interim approval (Section 5.b), replacement, or removal by the Board. Members may be reappointed at the conclusion of a term. There is no limitation on the number of times a member may be reappointed. A member may be recommended to the Board for reappointment by the Nominating Subcommittee by self-nomination. To the extent practicable, member terms will be staggered such that approximately one-third of the committee is subject to reappointment or replacement each year.

Qualifications
Individuals deemed qualified to serve on the committee will generally include senior-level industry experts who have particular familiarity, knowledge, and experience in the area of compliance, compliance enforcement, compliance administration and management, organization responsibilities and registration, organization certification, and NERC Standards and Regional Standards. These individuals should be involved with internal compliance programs within their respective organizations.

Expectations
Committee members are expected to represent the interests of the sector they represent to the best of their ability and judgment. In addition to the duties, rights, and privileges described elsewhere in this charter, committee members will:

12. Act consistently during meetings with the procedures in this manual and Robert’s Rules of Order;
13. Demonstrate and provide knowledge and expertise in support of committee activities;
14. Adjudicate in a fair and unbiased manner that meets applicable legal and due process requirements when participating in hearing procedures conducted under the NERC NOPR Section 408;
15. Solicit comments and opinions from constituents and groups of constituents or trade organizations represented by the member and convey them to the committee;
16. Respond promptly to all committee requests, including requests for reviews, comments, and votes on issues before the committee;
17. Arrange for a proxy to attend and vote at committee meetings in the member’s absence; and
18. Respond promptly to all requests to register for committee meetings.

Expertise
When selecting individuals to recommend for Committee membership, the Committee will seek to engage individuals who, in aggregate, provide the Committee with a level and breadth of expertise to achieve its goals and fulfill its scope and responsibilities while respecting other important factors such as industry sector, Region, interconnection, and country. Members with industry experience in compliance management, enforcement matters and legal, or auditing expertise is desired.
Membership

Representation

The membership structure of the CCC will be modeled upon the membership structure of the NERC Member Representatives Committee (MRC) as described in NERC’s Bylaws (the Bylaws) Article VIII Section 2 - [see Attachment A]. This should produce a committee that has an appropriate balance of entities subject to compliance with the NERC Reliability Standards and NERC’s Compliance and Enforcement program, and others affected by the Standards and the Compliance and Enforcement program.

Regional Entities

Each Regional Entity, or the applicable regional organization if no Regional Entity exists for the geographic area, may nominate one member to the committee. In aggregate, the sector will have voting strength equivalent to two members. The voting weight of each Regional member’s vote will be set such that the sum of the weight of all available Regional members’ votes is two votes.

Membership is based on a hybrid model consisting of the following types of memberships:

- Industry Sector members;
- At-large members; and
- Non-voting members.

Industry Sector Members

Two members will be nominated to fulfill each of the following membership sectors:

- Sector 1 - Investor-owned utility,
- Sector 2 - State/Municipal utility,
- Sector 3 - Cooperative Utility,
- Sector 4 - Federal or Provincial Utility/Power Marketing Administration,
- Sector 5 - Transmission-dependent Utility
- Sector 6 - Merchant Electricity Generator,
- Sector 7 - Electricity Marketer,
- Sector 8 - Large End Use Electricity Customer,
- Sector 9 - Small End Use Electricity Customer,
- Sector 10 - ISO/RTO, and
- Sector 12 - Government Representatives.

At-Large Members

At-large is a designation for individuals who are appointed to ensure that final configuration of the Committee best reflects the perspectives of the whole membership of the industry. At-large membership is intended to balance the needs of the Committee and to ensure performance of its responsibilities under the ROP. Those
Membership

Responsibilities require diverse perspectives representing interconnections, regional views, country-specific views and expertise. To the extent practicable, the Committee will balance the following criteria to select at-large members:

1. Geographic diversity from all interconnections and ERO enterprise regional entities;
2. High-level understanding and perspective on reliability risks based on experience at an organization in a sector; and
3. Experience and expertise from an organization in the sector relevant to the Committee’s purview.

Membership Selection

It is expected that CCC members will be from organizations that are NERC members, but it is not required.

Members are appointed to the CCC upon approval of the NERC Board and serve on the CCC at the pleasure of the NERC Board.

1. Affiliates
A company, including its affiliates, may not have more than one member on the CCC. Any CCC member who is aware of a membership conflict of this nature is obligated to notify the CCC secretary within 10 business days. The CCC secretary will in turn report the conflict to the Committee Chair.

Members impacted by such a conflict, such as through a merger of organizations, may confer among themselves to determine which member should resign from the CCC and notify the secretary and Chair; however, if they are within the same industry sector and cannot reach an amicable solution to determine who will remain, the Nominating Subcommittee will review the qualifications of each member and will determine which member shall continue to serve, subject to NERC Board approval.

2. Nominating Subcommittee
The Nominating Subcommittee will consist of five members. To the extent practicable, the Nominating Subcommittee will be reflective of diversity of sectors and representation. Additional expectations are outlined in Section 4 of this Charter.

3. Non-Voting Members
The Committee Chair, Nominating Subcommittee Chair or CCC secretary will coordinate with entities entitled to non-voting membership to identify representatives for the non-voting seats.

4. Canadian International Representation
The Nominating Subcommittee, described below, Canadian Representation
The committee structure will include representation by Canadians as laid out in Article VIII Section 4 of the Bylaws.
NERC Membership

Users, owners, and operators of the bulk-power system are subject to the Compliance, Registration, and Certification programs regardless of whether they are NERC members. It is expected that committee members will generally be from organizations who are NERC members; however, committee members may be non-members of NERC who are subject to the qualifications identified herein and meeting requirements laid out in the Bylaws for non-NERC member participation in the MRC.

Selection

The CCC will conduct open nominations processes to receive nominations to fill any membership vacancies. Prospective members of the committee may be identified to the CCC via any means the committee finds acceptable, including solicited or unsolicited nomination by a recognized industry group or association, general open solicitation by the committee for nomination(s), individuals' self-nomination, directed solicitation by the committee to an individual or individuals, or referral by the Board or other NERC body or committee.

Nominating Subcommittee

The CCC will annually appoint a Nominating Subcommittee to identify, qualify, and recommend individuals to fill sector representative vacancies on the committee or, when required, to serve as the chair or vice chair of the committee. The subcommittee will identify the individuals they are recommending to the full CCC for review. Individuals recommended by the subcommittee for appointment to the committee must be approved by the Board.

Interim Approval

Upon approval of the committee, individuals identified and selected by the Nominating Subcommittee for membership on the committee may serve as members on an interim basis pending their appointment by the Board.

Expertise

When selecting individuals to recommend for committee membership, the Nominating Subcommittee will seek to engage individuals who, in aggregate, provide the committee with a level and breadth of expertise sufficient to achieve its goals and fulfill its scope and responsibilities while respecting other important factors such as industry sector, region, interconnection, and country.

Regional Entity Members

Each Regional Entity, or the applicable regional organization if no Regional Entity exists for the geographic area, may nominate an individual to serve as a member representing their organization. The Nominating Subcommittee will defer to these nominations. The nomination is non-binding upon the Board. Vacancies on the committee will exist where the Regional Reliability Organization or Regional Entity has not provided a nomination.

Canadian Members

The Nominating Subcommittee will endeavor to attract and engage Canadian individuals with suitable qualifications and expertise in adequate numbers to satisfy Article VIII, Section 4 of the Bylaws. Recognized To the extent practicable, recognized Canadian organizations, such as the Canadian Electricity Association and Canada’s Energy and Utility Regulators, will be consulted and solicited for assistance in recruiting Canadians to serve on the
committee. All members considered to be serving as Canadians on the committee will be expected to have an endorsement, as appropriate, of such an organization ensuring Canadian representatives should be capable of representing Canadian viewpoints in committee activities, in addition to the sector that they otherwise represent. Consistent with practice regarding the MRC, the Board may appoint additional Canadian individuals to the committee towards satisfying Article VIII Section 4 of the Bylaws.

Industry Sector Members
The Nominating Subcommittee will assess the qualifications of nominees and select individuals to recommend to the NERC Board for appointment to the committee. The subcommittee may give preference to candidates nominated by organizations generally considered by the industry as representative of a broad cross-section of the industry sector in question, such as an industry trade association. A NERC Member sector may elect to identify sector representatives for nomination to the Nominating Subcommittee through a process approved by the NERC Board.

General Nominations and Appointment Process
The committee’s secretary administers the general nominations process.

Requesting Nominations
The NERC staff will request nominations and will forward all nominations received to the Nominating Subcommittee. The Nominating Subcommittee will then prepare its recommended slate of members. The recommended slate will be reviewed by the whole committee for information purposes before it is submitted to the Board. The committee may approve the slate to serve as members on an interim basis, pending appointment by the Board at the Board’s earliest convenience, but will not otherwise act on the slate.

Board Approval
The Nominating Subcommittee will present the recommended committee membership slate to the Board for approval. If the Board approves the recommended committee slate, each member on the slate is appointed. The Board may also appoint members individually as needed to meet membership balance and fill vacancies.

Vacancies and Non-participation
The committee’s secretary will administer the nominations process for vacancies on the committee.

Addressed on an Ongoing Basis
Vacancies on the committee can be addressed on an ongoing basis through receipt and consideration of both solicited and unsolicited nominations for the vacant positions.

Role of the Nominating Subcommittee
Nominations received for vacancies will be vetted by the Nominating Subcommittee in the same manner as general nominations. The subcommittee may subsequently and individually recommend nominees they deem qualified to the NERC Board for consideration for appointment to the committee. Existing committee members may also approve such individuals to serve as members on an interim basis pending full appointment by the Board.
Nominating Subcommittee

**Resignations**

**By the Member**

In the event a member can no longer serve on the committee, that member will submit a written resignation to the committee chair or the secretary.

**Requested by the Chair**

The chair may request any committee member who ceases to participate in the committee, as indicated by not attending or sending a proxy for two consecutive meetings, to submit a resignation or to request continuation of membership with an explanation of extenuating circumstances. If a written response is not received within 30 days of the chair’s request, the lack of response will be considered a resignation.

**Referral to the Nominating Subcommittee**

The committee chair will refer the vacancy resulting from a resignation to the Nominating Subcommittee of the committee. If a recent list of nominations is available to the Nominating Subcommittee that it deems to be valid, the subcommittee will recommend a replacement nominee; otherwise, the subcommittee will request NERC staff prepare a new solicitation for nominations to fill that position. The Nominating Subcommittee will follow the previously stated criteria in recommending a replacement.

**By the Board**

Committee members serve at the pleasure of the Board who may request resignation from, remove, or replace a member from the committee, as the Board deems appropriate.

**Interim Approval**

The committee chair may seek a vote of the committee to allow the proposed replacement member to be seated, pending appointment of the replacement at the Board’s next scheduled meeting.

**Proxies**

A substitute representative, or proxy, may attend and vote during all or a portion of a committee meeting in lieu of a voting member provided the absent member notifies the committee chair, vice chair, or secretary of the proxy.

**Notification**

Such notification will be in writing (electronic medium is acceptable). The proxy representatives and their affiliation will be named in the correspondence.

**Serving as Proxy**

A voting member of a committee may not serve as a proxy for another voting member on the same committee (i.e., a member may not cast more than their own vote).
Exclusions

Regional Entity Staff

Regional Entity staff members who administer any portion of the Compliance and Enforcement program, Registration program, or Certification program for that Regional Entity, or for any other Regional Entity, may not serve as a member of the CCC.

Organizations

No two individuals from the same organization, or affiliated organizations, may serve concurrently on the committee. Any committee member who has a membership conflict of this nature is obligated to notify the committee secretary, who shall inform within ten (10) business days of the committee change or to request additional time for consideration, if necessary. The Committee secretary will in turn report the change to the CCC chair. The Committee secretary will ensure that such changes are incorporated into the CCC membership roster.

Members impacted by such a conflict, such as through a merger of organizations, may confer between themselves to determine which member should resign from the committee and notify the committee secretary and chair, however, if both members are within the same industry sector and cannot reach an amicable solution by determining the member to remain, the Nominating Subcommittee will review the qualifications of each member and propose the member to remain to the full committee who will determine which member shall continue to serve, subject to Board approval. If the conflict is not resolved in a timely manner by the impacted members, the committee chair shall notify all members of the affected industry sectors recommending actions to resolve the conflict. If the membership conflict is still unresolved, the committee chair shall take the conflict to the NERC Board for resolution.

NERC Staff

The Director of Compliance Assurance shall designate an executive sponsor and a secretary who will not be a member of the committee or vote on committee business. The Director of Compliance Assurance shall be recused from participating in any committee activity that involves monitoring of NERC's adherence to ROP or any activity that the Director of Compliance Assurance oversees. If the NERC staff coordinator/secretary has been recused from participating in a Committee activity, the chair shall appoint another member of the committee as acting secretary for any meetings or other activities from which the NERC staff coordinator/secretary is recused.

Observers

At the Chair’s discretion, observers may participate in public, non-confidential meetings of the full Committee and subcommittees; however, they cannot vote.

Observers will be noted in meeting minutes and are required to comply with applicable Member Expectations in NERC committees.

Term of Membership

Member terms are three years from the NERC Board appointment, with terms starting on January 1. There is no limitation on the number of times a member may be reappointed. To the extent practicable, member terms will be staggered.
be staggered such that approximately one-third of the Committee is subject to reappointment or replacement each year.

**Member Expectations**

Committee members are expected to represent the interests of their sector or a broad industry view to the best of their ability and judgment. In addition to the duties, rights, and privileges described elsewhere in this Charter, Committee members will:

1. Act consistently with the procedures in this Charter and Robert’s Rules of Order during meetings;
2. Adhere to NERC Antitrust Guidelines and Participant Conduct Policy;
3. Demonstrate and provide expertise in support of Committee activities;
4. Adjudicate in a fair and unbiased manner that meets applicable legal and due process requirements when participating in hearing procedures conducted under the NERC ROP Section 408;
5. Solicit comments and opinions from constituents and groups of constituents or trade organizations represented by the member and convey them to the Committee;
6. Respond promptly to all Committee requests, including requests for reviews, comments, and votes on issues before the Committee;
7. Arrange for a proxy to attend and vote at Committee meetings in the member’s absence; and,
8. Respond promptly to all requests to register for Committee meetings.

**Term of Membership**

All terms will have a standard length of three years effective by calendar year. To the extent practicable, member terms will be staggered such that approximately one-third of the Committee is subject to reappointment or replacement each year.

Terms shorter than three years may be required for several reasons:

- If two members are simultaneously selected to a sector that did not have any existing members, to stagger their terms, one member will be assigned a one-year term and the second member will be assigned a two-year term.
- If a member is selected to fill a vacant member position, the term will end when the term for that vacant position ends.

There is no limitation on the number of times a member may be reappointed.

**Vacancies Changes in and Proxies**

Request 1. **Changes in and Proxies**

A committee member can no longer serve on the Committee, that member will submit a written resignation to the Committee chair or the secretary.
2. **Requested by the Chair**
   The chair may request any Committee member who ceases to participate in the Committee or to fulfill the membership position under these duties described in the Membership Expectations section of this Charter to submit a resignation or to request continuation of membership with an explanation of extenuating circumstances. If a written response is not received within 30 days of the chair’s request, the lack of response will be considered a resignation.

3. **Requested by the Board**
   Committee members serve at the pleasure of the NERC Board. The NERC Board may initiate a request for a Committee member to resign.

4. **Proxies**
   Proxies can only be a person who is a member registered in the same industry sector, or an officer, agent, or representative of a member either registered in the same sector or representing a similar position as an at-large member.

19. A proxy may attend and vote during a Committee meeting provided the member notifies the secretary of the proxy. Such notification will be in writing (electronic medium is acceptable). The proxy representatives and their affiliation should be named in the correspondence.

20. The member meets all other membership requirements.

**Conflict of Interest**

No member may have a conflict of interest that would impair his or her ability to fulfill obligations under this charter. Any member who knows of any form of membership conflict, such as working for an entity affiliated with that of another member, is obligated to notify the Committee chair within ten (10) business days of obtaining that knowledge.
Nominating Subcommittee

Functions
In addition to the duties, rights, and privileges described elsewhere in this Charter, members of the Nominating Subcommittee will:

1. Prepare a slate of Committee officer candidates for submission to the NERC Board for appointment;
2. Prepare a slate of recommended individuals to fill designated Committee vacancies (sector or at-large) as required; and
3. Manage, when required, the process to recommend the CCC chair and/or vice chair.

Appointment of Nominating Subcommittee Members
The Nominating Subcommittee will consist of five members nominated by the Committee Chair and approved by the Committee. The Chair of the Nominating Subcommittee will be selected by the Committee Chair from among the five Nominating Subcommittee members annually. Members of the Nominating Subcommittee will serve concurrently with the term of the Committee Chair that selects the Nominating Subcommittee members.

Vacancies on the Nominating Subcommittee
The Committee chair will nominate, and the full Committee will approve, a CCC member to fill a vacancy on the Nominating Subcommittee.

Appointment Process for CCC Members
Prospective members of the Committee may be identified via any means the Committee finds acceptable, including:

1. Solicited or unsolicited nomination by a recognized industry group or association;
2. General open solicitation by the Committee for nomination(s);
3. Self-nomination;
4. Recent list of nominations available to the Nominating Subcommittee that it deems to be valid;
5. Directed solicitation by the Committee to an individual or individuals; or
6. Referral by the NERC Board or other NERC body or Committee.

The Nominating Subcommittee may give preference to candidates nominated by organizations generally considered by the industry as representative of a broad cross-section of the industry sector in question, such as an industry trade association.

The Nominating Subcommittee will convert any sector vacancy to an at-large position to fill that seat until the end of the term when there is no qualified sector candidate from a nomination pool.

The Nominating Subcommittee will present the recommended Committee membership slate to the full CCC for approval and then the NERC Board for appointment. The NERC Board may appoint the entire recommended Committee slate or individual members, as needed, to meet membership balance and to fill vacancies.

The Nominating Subcommittee process will be detailed in a supporting CCC Process and Procedure document (CCCPP).
Member Vacancies

The Committee chair will refer any general membership vacancy to the Nominating Subcommittee. The Nominating Subcommittee may request the Secretary to prepare a new solicitation for nominations to fill the vacancy.

Meetings

In the absence of specific provisions in this Charter, all Committee meetings will follow Roberts Rules of Order.

Quorum

Two-thirds Requirement

The quorum necessary for transacting business at meetings of the Committee is two-thirds of the voting members currently on the Committee’s roster.

Interim Basis

Voting members approved by the Committee on an interim basis, pending appointment by the Board, will be counted in the determination of a quorum.

Lack of Quorum

If a quorum is not present at the beginning of the meeting, the Committee may not take any actions requiring a vote by the members present, elect to allow discussion of the agenda items.

Voting

Actions by members of the Committee will be approved upon receipt of the affirmative vote of two-thirds of the votes present (including proportional votes by Regional Representatives) at any meeting at which a quorum is present.

Voting may take place during regularly scheduled in-person meetings or may take place via electronic mail or conference call.

Antitrust Guidelines

All persons attending or otherwise participating in a NERC committee meeting will act in accordance with NERC’s Antitrust Compliance Guidelines at all times during the meeting.

Open Meetings

NERC committee meetings will be open to the public, except as noted below under Confidential Sessions. Meetings are conducted in person.
Meetings

Confidential Sessions
At the discretion of the NERC CCC Chair, a meeting or portion of a meeting may have attendance limited based on confidentiality of the information to be disclosed at the meeting. Such limitations should be applied sparingly and on a non-discriminatory basis as needed to protect information that is sensitive, confidential information, or confidential information to one or more parties. All hearings of compliance matters will be confidential sessions. Confidential information will only be disclosed as provided by Section 1500 of the NERC ROP-1500. Confidentiality agreements may also be applied, as necessary, to protect sensitive information or confidential information.

Types of Meetings
Meetings may be conducted in person, by conference call, or by other means. The procedures contained in this manual will apply to all meetings regardless of how they are conducted.
Meetings are conducted in person.

Majority and Minority Views
All members of the Committee will be given the opportunity to provide alternative views on an issue. The results of Committee actions, including recorded minutes, will reflect the majority as well as any minority views of the Committee members. The Chair will communicate both the majority and any minority views in presenting results to the NERC Board.

Action Without a Meeting
Two-thirds Majority
Any action required or permitted to be taken at a regular meeting of the Committee may be taken without a meeting if two-thirds of the total votes available to the members of the CCC (including the proportional votes available to Regional Representatives) approve taking the action outside of a meeting.

Procedure
A call for action without a meeting may be initiated by the request of the Chair.

Such action without a meeting will be performed by mail or electronic ballot (e.g., telephone, fax, email, or Internet) and will be recorded in the minutes as a roll call ballot. The secretary will announce the action required at least 10 days before the date on which the action is to be voted. As time permits, members should be allowed a window of 10 business days before the closing date of the portion which voting commences. The secretary will provide.

As time permits, members should be allowed a window of 10 business days to vote. The secretary will document the results of such an action within 10 business days of the close of the voting period. Such action must meet the regular meeting quorum and voting requirements above.

Approval of such action requires an affirmative vote by two-thirds of the Committee members eligible to vote. This vote will be recorded in the minutes of the next regularly scheduled meeting as a roll call ballot. Approval of such action requires an affirmative vote by two-thirds of the Committee members eligible to vote.

NEC | Compliance and Certification Committee Charter | February 2019
Approved by the NERC Board of Trustees February 2018
16
This vote will be recorded in the minutes of the next regularly scheduled meeting as a roll call ballot.

Committee members shall receive written notice of the results within seven (7) days of the action within 30 business days of the close of the voting period.
Officers and Staff | Executive Committee

General
Number of Positions
The Committee will have one secretary and two officers and one secretary.

Officers
The committee officers will be one Chair and one Vice Chair.

Officers shall be selected as follows:

The CCC Nominating Subcommittee will recommend a Chair and a Vice Chair from among the members for a vote by the Committee at a meeting as required. The term of the Chair and the Vice Chair will begin on January 1.

The incumbent Chair and Vice Chair shall not vote on the selection of the incoming Chair and Vice Chair. The Chair and Vice Chair shall not be representatives of the same sector. As the Chair and Vice Chair shall continue to act as representative of the sectors, the administrative roles and responsibilities of the Committee shall be performed independently of the sectors they represent. Appointment of the Chair and Vice Chair shall be subject to approval of the NERC Board.

The Committee Chair and Vice Chair are voting members of the Committee.

Executive
The committee shall retain an Executive Committee consisting of the committee officers, subcommittee chairs, secretary, and the Director of Compliance Assurance.

Secretary
The member of the NERC staff coordinator will serve as the committee’s secretary of the Committee. The secretary will do the following:

Voting of Officers
The committee chair and vice chair are voting members of the committee.

Officers Nominated by the Nominating Subcommittee

• Manage the day-to-day operations and business of the Committee;
• Facilitate effective administration of Committee procedures;
• Prepare and distribute the notices of the Committee meetings, prepare the meeting agenda, and prepare and distribute the minutes of the Committee meetings; and,
• Act as the Committee’s parliamentarian.

Officer Selection
The CCC Nominating Subcommittee will recommend a Chair and a vice chair, who are then appointed by from among the NERC Board members for a two-year vote by the Committee at the (MONTH) annual meeting. The term of the chair and the vice chair, except for the first year, will begin on January 1 and end...
The incumbent chair and vice chair shall not vote on June 30 the selection of the incoming chair and vice-chair. The chair and vice chair shall not have been representatives of the same sector. As the chair and vice chair shall continue to act as representative of the sectors, the administrative roles and responsibilities of the chair and vice-chair must be performed independently of the sectors they represent. Selection of the chair and vice-chair shall not be subject to approval of the NERC Board.

**Voting of Officers as Sector Representatives**
The Committee chair and vice chair are selected from voting members of the Committee.

**Executive membership Committee**
The Committee shall retain an Executive Committee consisting of the committee officers, subcommittee chairs, secretary, and NERC’s executive sponsor.

The in addition Executive Committee is authorized to their chair or vice chair responsibilities, will continue to serve as a member forget on the sector for Committee’s behalf between regular meetings on matters where urgent actions are crucial and full Committee discussions are not practical.

Ultimate Committee responsibility resides with its full membership whose decisions cannot be overturned by the Executive Committee, and which they were appointed to the committee retains the authority to ratify, modify, or annul Executive Committee actions.

**Chair**
The chair will direct and provide general supervision of *committee* Committee activities, including the following:

1. Coordinate the schedule of all *committee* Committee meetings, including approval of meeting duration and location;
2. Develop *committee* Committee agendas and rule on any deviation, addition, or deletion from a published agenda;
3. Preside at and manage *committee* Committee meetings, including the nature and length of discussion, recognition of speakers and proxies, motions, and voting;
4. Will lead or direct the conduct of any hearings and the preparation of any adjudicatory documents by the *committee* Committee under Section 408 of the NERC ROP;
5. Will ensure actions and undertakings by the *committee* Committee under the NERC ROP Section 408 meet all applicable legal and due process requirements;
6. Will act as spokesperson for the *committee* Committee at forums inside and outside of NERC; and
7. May attend meetings of the NERC Board when necessary to report to the NERC Board on *committee* Committee activities.

**Vice Chair**
The vice chair will assume the responsibilities of the chair under the following conditions:
Executive Committee
The CCC shall have an Executive Committee of at least four members as follows:

- Chair;
- Vice Chair;
- Past Chair;
- Chair and Vice Chair of all subcommittees under the purview of the full Committee; and
- Additional members as deemed necessary by the Committee Chair.

The Executive Committee is authorized to act on the Committee’s behalf between regular meetings on matters where urgent actions are crucial and full Committee discussions are not practical.

Ultimate Committee responsibility resides with its full membership whose decisions cannot be overturned by the Executive Committee, and which retains the authority to ratify, modify, or annul Executive Committee actions.

NERC Staff
NERC will designate an executive sponsor and a secretary who will not be members of the Committee or vote on Committee business. The executive sponsor and the secretary shall be recused from participating in any Committee activity that involves monitoring of NERC’s adherence to ROP or any activity that they oversee, if the secretary has been recused from participating in a Committee activity, the chair shall appoint another member of the Committee as acting secretary for any meetings or other activities from which the secretary is recused.

Observers
At the Chair’s discretion, observers may participate in public, non-confidential meetings of the full Committee and subcommittees; however, they cannot vote.

To the extent practicable, observers will be noted in meeting minutes. However, observers are required to comply with applicable Member Expectations in NERC committees.
Nominating Subcommittee

Staff Coordinator

A member of the NERC staff will be selected by NERC's Director of Compliance Assurance to serve as the staff coordinator and secretary of the committee. The staff coordinator is not a committee member and does not have a vote. Under the direction of the committee executive and applicable NERC bylaws, guidelines, and ROP, the staff coordinator will do the following:

4. Manage the day-to-day operation and business of the committee;

5. Prepare and distribute the notices of the committee meetings, prepare the meeting agenda, and prepare and distribute the minutes of the committee meetings; and

6. Act as the committee's parliamentarian.
Nominating Subcommittee

Appointment
The CCC will annually appoint a Nominating Subcommittee.

Five Members
The subcommittee will consist of five members nominated by the committee chair and approved by the committee. The chair of the subcommittee will be selected by the CCC chair from among the five subcommittee members.

Appointed Annually
The chair will appoint the subcommittee members at the first regular meeting of the committee of the calendar year.

Length of Term
The subcommittee members will serve for up to 14 months or until a new Nominating Subcommittee is authorized, whichever is earlier.

Duties

Functions
In addition to the duties, rights, and privileges described elsewhere in this manual/charter, members of the Nominating Subcommittee will:

1. Prepare a slate of committee officer candidates for submission to the NERC Board for approval, and appointment;
2. Prepare a slate of recommended individuals to fill designated committee vacancies (sector or at-large) as required; and,
   Manage, when required, the process to recommend the CCC chair and/or vice chair.

Appointment of Nominating Subcommittee Members
The Nominating Subcommittee will consist of five members nominated by the Committee chair and approved by the Committee. The chair of the Nominating Subcommittee will be selected by the CCC chair from among the five Nominating Subcommittee members annually. Members of the Nominating Subcommittee will serve concurrently with the term of the CCC chair that selects the Nominating Subcommittee members.

Vacancies on the Nominating Subcommittee
The Committee chair will nominate, and the full Committee will approve, a CCC member to fill a vacancy on the Nominating Subcommittee.

Appointment Process for CCC Members
On or about July 1 of each year, the Nominating Subcommittee will solicit nominations to fill seats with terms beginning January 1 of the following year.

During the period beginning [X] days prior to an annual [MONTH] election, and ending [X] days prior to an annual [MONTH] election, the Nominating Subcommittee will conduct an open nominations process to receive nominations.
For vacancies, the Nominating Subcommittee will conduct an open nomination process beginning \((1/2 X)\) days prior to a special election, and ending \((1/2 X)\) days prior to a special election.

Prospective members of the Committee may be identified via any means the Committee finds acceptable, including:

- Solicited or unsolicited nomination by a recognized industry group or association;
- General open solicitation by the Committee for nomination(s);
- Self-nomination;
- Directed solicitation by the Committee to an individual or individuals; or
- Referral by the NERC Board or other NERC body or Committee.

The Nominating Subcommittee may give preference to candidates nominated by organizations generally considered by the industry as representative of a broad cross-section of the industry sector in question, such as an industry trade association.

The Nominating Subcommittee will convert any sector vacancy to an at-large position to fill that seat until the end of the term when there is no qualified sector candidate from a nomination pool.

The Nominating Subcommittee will present the recommended
Committee membership slate to the full CCC for approval and then the NERC Board for appointment. The NERC Board may appoint the entire recommended Committee slate or individual members, as needed, to meet membership balance and to fill vacancies.

Committee membership slate to the full CCC for approval and then the NERC Board for appointment. If the NERC Board may appoint the entire recommended Committee slate or individual members, as needed, to meet membership balance and fill vacancies.

Member Vacancies
The Committee chair will refer any general membership vacancy to the Nominating Subcommittee. If a recent list of nominations is available to the Nominating Subcommittee that it deems to be valid, the Nominating Subcommittee will recommend a replacement nominee from that list; otherwise, the Nominating Subcommittee will request the Secretary to prepare a new solicitation for nominations to fill the vacancy.
Subordinate Groups

Committee Organization
The CCC organizational structure will be arranged as allowed in the NERC Bylaws to support a superior-subordinate hierarchy that is ordered as follows: a committee, a subcommittee, a working group, and a task force, with a committee being primary and a task force being quaternary.

Subgroups
The committee may establish subcommittees, working groups, and task forces as necessary. The committee chair may also form any of these subordinate groups on behalf of the committee. The committee will be the responsible sponsor of all subordinate subcommittees, working groups, or task forces it may create, or that its subordinate subcommittees and working groups may create. The committee will keep the NERC Board informed of all groups subordinate to the committee.

Subcommittees, working groups, and task forces will conduct business in a manner consistent with all applicable sections of this manual and Robert’s Rules of Order.

Subcommittees
The committee may establish subcommittees to which the committee may delegate some of the committee’s broadly defined continuing functions. The committee will approve the scope of each subcommittee it forms. The committee chair will appoint the subcommittee officers (typically a chair and a vice chair) for a specific term (generally two years). There is no limit to the number of terms that can be served by appointed subcommittee leadership. The subcommittee officers may be reappointed for up to two additional terms. The subcommittee will work within its assigned scope and be accountable for the responsibilities assigned to it by the committee. The formation of a subcommittee, due to the permanency of the subcommittee, will be approved by the NERC Board.

Working Groups
The committee of any of its subcommittees may delegate specific continuing functions to a working group. The sponsoring committee or subcommittee will approve the scope of each working group that it forms. The chair of the sponsoring committee or subcommittee will appoint the working group officers (typically a chair and a vice chair) for a specific term (generally two years). The working group officers may be reappointed for up to two additional terms. The sponsoring committee or subcommittee will conduct a “sunset” review of each working group every two years. The working group will be accountable for...
Subordinate Groups

the responsibilities assigned to it by the committee CCC or subcommittee and will, at all times, work within its assigned scope. The CCC should consider promoting to a subcommittee any working group that is required to work longer than one term.

Task Forces

The committee, subcommittee, or working group Committee may assign specific work of a finite duration to a task force. The sponsoring committee, subcommittee, or working group The Committee CCC will approve the scope of each task force it forms. The chair of the sponsoring committee, subcommittee, or working group CCC will appoint the task force officers (typically a chair and a vice chair). Each task force will have a finite duration, normally less than one year. The sponsoring group CCC will review the task force scope at the end of the expected duration and at each subsequent meeting of the sponsoring group after that CCC until the task force is retired. Action of the task force sponsoring group CCC is required to continue the task force past its defined duration. The sponsoring group CCC should consider promoting to a working group any task force that is required to work longer than one year.

Subordinate Group Membership and Representation

The membership of each subcommittee, working group, and task force should be established to address the need for expertise and balance of interests. Each group’s membership requirements will be defined within the group’s approved scope.

As a general guide, the broader the group’s scope, the more emphasis there should be on balancing of interests. Therefore, subcommittees would be expected to have the broadest representation of appropriate industry sectors, while a task force may be more focused on simply having the necessary expertise, and a working group may be somewhere between.

Each member of a subordinate group, and its officers, will be appointed by the chair of the sponsoring committee or group.

To the extent that membership is of a representative nature, recommendations for staffing of the group should be provided in a manner consistent with the principles outlined in the staffing of a committee, including the use of an open nominations process. Regional Entity representatives should be recommended by the Regional Entity and Canadian representatives should be recommended by the Canadian Electricity Association.

Preference may also be given to representatives recommended by broadly-based industry associations.

To the extent that membership is based on providing requisite expertise, the chair of the sponsoring committee or group Committee may appoint members based on the relevant technical qualifications.

Rosters will be maintained for all members, both full Committee members and appointed members, for the subcommittees only as these subordinate groups are Board approved.
Procedures

Subcommittees, working groups, and task forces will conduct business in a manner consistent with all applicable sections of this manual and Charter, the subordinate group’s scope, Robert’s Rules of Order, and Participant Conduct Policy.

CCC documents relating to the topics in the NERC ROP will require NERC Board approval.
Hearings

General
The CCC will conduct hearings, as necessary, to fulfill its function of serving as the hearing body for any contest between NERC and a Regional Entity regarding NERC findings, penalties, or sanctions for violation(s) of Reliability Standard(s) by the Regional Entity as described in Section 408 of the NERC ROP.

Hearing Procedure
Unless specifically identified otherwise elsewhere in this charter, the CCC’s hearing procedure shall follow the hearing procedure mandated and approved by jurisdictional authorities for use by NERC and the Regional Entities in the Compliance and Enforcement program (CMEP).

Hearing Panel
The Committee shall not have a standing hearing panel. When a hearing is to be conducted, the Committee shall select five members to serve as the adjudicatory panel for that hearing. Members serving on the panel shall be selected by vote of a valid quorum of the Committee. Voting members of the committee at arm’s length from parties to the hearing may be nominated or volunteer to stand for selection to the hearing panel. One or more alternates may also be selected, as the Committee deems appropriate for the circumstances. A member may serve on more than one panel concurrently. A panel is disbanded upon conclusion of the hearing proceedings for which it was formed.

Meeting Procedures

Voting Procedures for Motions
- The default procedure is a voice vote.
- If the Chair believes the voice vote is not conclusive, the Chair may call for a show of hands.
- The Chair will not specifically ask those who are abstaining to identify themselves when voting by voice or a show of hands.
- The Committee may conduct a roll-call vote in those situations that need a record of each member’s vote.
- The Committee must approve conducting a roll call vote for the motion.
- The secretary will call each member’s name.
- Members answer “yes,” or “no,” but may answer “present” if they wish to abstain from voting.

Minutes
- Meeting minutes are a record of what the Committee did, not what its members said.
- Minutes should list discussion points where appropriate but should usually not attribute comments to individuals. It is acceptable to cite the Chair’s directions, summaries, and assignments.
- Do not list the person who seconds a motion.
- Do not record (or even ask for) abstentions.
- All Committee members are afforded the opportunity to provide alternative views on an issue. The meeting minutes will provide an exhibit to record minority positions. The Chair shall report both the majority and any minority positions in presenting results to the NERC.
### CCC Membership Structure

<table>
<thead>
<tr>
<th>Primary Sector</th>
<th>Sub-Sector</th>
<th>Number of Members</th>
<th>Full Voting</th>
<th>Proportional Voting</th>
<th>Non-Voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Investor-</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. State/Municipal</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Cooperative</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Federal or Provincial Utility/Federal</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Transmission Dependent</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Merchant Electricity</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Electricity</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Large End Use Electricity</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Small End Use Electricity</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Entity</td>
<td>ERC</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ERCOT</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MISO</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NRCC</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SREL</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPS</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WECC</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Government Representatives</td>
<td>U.S. State</td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>U.S. Federal</td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canadian Provincial</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canadian</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>At-Large Position</td>
<td></td>
<td>6</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>3422</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment 3

CCC Charter Change Matrix
<table>
<thead>
<tr>
<th>Section</th>
<th>Change</th>
<th>Functions</th>
</tr>
</thead>
</table>
| 1.      | 1.     | - Monitoring by the CCC is ongoing and does not preclude, interfere with or replace, in whole or in part, the NERC Board's responsibility to conduct and provide such reviews of these programs as may be required by the Federal Energy Regulatory Commission (the commission) regulations, 18 C.F.R. § 39.3.c: "The Electric Reliability Organization shall submit an assessment of its performance three years from the date of certification by the Commission, and every five years thereafter."
|         | 2.     | - Monitor the nature of CCC support to the Standards Committee. |
|         | 3.     | - Conclude pursuant to Appendix 4 of the ROP, but not limited to the Regional Entity auditor participating with NERC Internal Audit, including at its discretion, participates as an observer. |
|         | 4.     | - Incorporate Section 402 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) of the NERC ROP into the charter. Section 402 provides: "NERC shall annually evaluate the goals, tools, and procedures of each Regional Entity Compliance Monitoring and Enforcement Program to determine the effectiveness of each Regional Entity Compliance Monitoring and Enforcement Program, using criteria developed by the NERC Compliance and Certification Committee."
|         | 5.     | - Incorporate Section 403 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) into the charter. Section 403 provides: "NERC shall annually evaluate the goals, tools, and procedures of each Regional Entity Compliance Monitoring and Enforcement Program to determine the effectiveness of each Regional Entity Compliance Monitoring and Enforcement Program, using criteria developed by the NERC Compliance and Certification Committee."
|         | 6.     | - Incorporate Section 404 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) into the charter. Section 404 provides: "NERC shall annually evaluate the goals, tools, and procedures of each Regional Entity Compliance Monitoring and Enforcement Program to determine the effectiveness of each Regional Entity Compliance Monitoring and Enforcement Program, using criteria developed by the NERC Compliance and Certification Committee."
|         | 7.     | - Incorporate Section 405 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) into the charter. Section 405 provides: "NERC shall annually evaluate the goals, tools, and procedures of each Regional Entity Compliance Monitoring and Enforcement Program to determine the effectiveness of each Regional Entity Compliance Monitoring and Enforcement Program, using criteria developed by the NERC Compliance and Certification Committee."

**Summary of Changes**

- Clarify the nature of CCC support to the Standards Committee.
- Conclude pursuant to Appendix 4 of the ROP, but not limited to the Regional Entity auditor participating with NERC Internal Audit, including at its discretion, participates as an observer.
- Incorporate Section 402 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) of the NERC ROP into the charter.
- Incorporate Section 403 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) into the charter.
- Incorporate Section 404 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) into the charter.
- Incorporate Section 405 (NERC Oversight of the Regional Entity Compliance Monitoring and Enforcement Programs) into the charter.
<table>
<thead>
<tr>
<th>Membership</th>
</tr>
</thead>
</table>
| 1. Actively supports the Standards Committee to ensure NERC monitor compliance with the NERC ROP as related to Reliability Standards development, directly and through support of the Standards Committee.
| 2. Serves as the mediator for any disagreements or disputes identified to resolve the matter.
| 3. Identifies factors that will be balanced in selected mediators.
| 4. When selecting individuals to recommend for Committee membership, the Committee will seek to include individuals who in aggregate.

<table>
<thead>
<tr>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. identifiers supporting Reliability Standards as expressly related to development in accordance with the NERC ROP.</td>
</tr>
</tbody>
</table>
| 2. Identifies factors that will be balanced in selected mediators.
| 3. As directed by the NERC Board, serves as the mediator for any disagreements or disputes identified to resolve the matter.
| 4. The appointed members shall be disinterested parties, shall not be registered in the Regional Entity associated with the disagreement, or shall not otherwise have any conflicts prohibiting the member from playing a role in the disagreement or dispute. |
| 5. The appointed members shall not be otherwise registered in the Regional Entity associated with the disagreement. |

<table>
<thead>
<tr>
<th>NERC ROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Actively supports the Standards Committee to ensure NERC monitor compliance with the NERC ROP as related to Reliability Standards development, directly and through support of the Standards Committee.</td>
</tr>
</tbody>
</table>
individuals with industry experience in compliance management, enforcement matters, and legal or auditing expertise is desired.

Membership is based on a hybrid model consisting of the following types of membership:

- Industry sector members;
- At large members; and,
- Non-voting members.

Important factors such as industry sector, region, interconnection, and country.
Eliminate interim approval of at-large memberships.

Removal of Sector 11 given the creation of Sector 21.

Reference to the NERC Bylaws in the interim approval of membership.
2. Nominating Subcommittee

The Nominating Subcommittee will consist of five members. To the extent practicable, the Nominating Subcommittee will be reflective of diversity of sectors and representation. Additional expectations are outlined in Section 4 of this Charter.

3. Non-Voting Members

The Committee Chair, Nominating Subcommittee Chair or CCC secretary will coordinate with entities entitled to non-voting membership to identify representatives for the non-voting seats.

member and will determine which member shall continue to serve, subject to NERC Board approval.
<table>
<thead>
<tr>
<th>Procedurals</th>
<th>At the Chair’s discretion, observers may participate in public, non-confidential meetings of the full Committee and subcommittees; however, they cannot vote.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlined Role of Observers in At-Large Membership</td>
<td>NERC will designate an executive sponsor and a secretary who will not be members of the Committee or vote on Committee business. The executive sponsor and the secretary shall be recused from participating in any Committee activity that involves monitoring of NERC’s adherence to ROP or any activity that they oversee. If the secretary has been recused from participating in a particular business, the executive sponsor and the secretary shall be recused.</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>NERC staff</td>
</tr>
<tr>
<td>Eliminate NERC staff title</td>
<td>Develop criteria for selection of at-large membership.</td>
</tr>
<tr>
<td>1. Geographic diversity from all Interconnections and ERO affiliates; 2. High-level understanding and perspective on reliability risks; 3. Experience and expertise from organizations in the sector; from which the secretary is recused.</td>
<td></td>
</tr>
<tr>
<td><strong>Membership</strong></td>
<td>Procedure for informing the Committee of any conflicts of interest among affiliates organizations including Interconnections and ERO affiliates.</td>
</tr>
<tr>
<td>1. At-Large</td>
<td>To the extent practicable, the Committee will balance the following criteria to select at-Large members:</td>
</tr>
<tr>
<td>1. At-Large</td>
<td>NERC will designate an executive sponsor and a secretary who will not be members of the Committee or vote on Committee business. The executive sponsor and the secretary shall be recused from participating in any Committee activity that involves monitoring of NERC’s adherence to ROP or any activity that they oversee. If the secretary has been recused from participating in a particular business, the executive sponsor and the secretary shall be recused.</td>
</tr>
</tbody>
</table>
### Membership

<table>
<thead>
<tr>
<th>Term Duration</th>
<th>Membership Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Policy

- Adhere to NERC Antitrust Guidelines and Participant Conduct

### Membership

<table>
<thead>
<tr>
<th>Proxies</th>
<th>Term Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Proxies

- Proxies can only be a person who is a member registered in the same sector or an officer, employee, agent or representative of a member.

### Observers

- Observers will be noted in meeting minutes. However, observers are required to comply with applicable Member Expectations in NERC committees.
A proxy may attend and vote during a Committee meeting.

The proxy representatives and their affiliation should be named in the correspondence. Such notification will be in writing (electronic medium is acceptable), provided the member notifies the secretary of the proxy. A proxy may attend and vote during a Committee meeting.

Similar position as an at-large member.

Member either registered in the same sector or representing a similar position as an at-large member.

A proxy may attend and vote during a Committee meeting.

Approval of such action requires an affirmative vote by two-thirds voting requirements above.

Meetings

Meetings (Action without a meeting)

Any action required or permitted to be taken at a regular meeting may be taken without a meeting at the request of the Chair. Such action without a meeting will be performed by mail or electronic ballot (e.g., telephone, email, or Internet) and will be recorded in the minutes as a roll call ballot. The secretary will announce the action required at least seven days before the date on which voting commences. As time permits, members should be allowed a window of 10 business days to vote. The secretary will document the results of such action within 10 business days of the close of the voting period. Such action must meet the regular meeting quorum and majority requirements set forth above. Any action required or permitted to be taken at a regular meeting must meet the regular meeting quorum and voting requirements above.

Approval of such action requires an affirmative vote by two-thirds of the Committee members eligible to vote.

Scheduled meeting as a roll call ballot. This vote will be recorded in the minutes of the next regularly scheduled meeting and the results of the meeting and the procedure be present, who may initiate without meeting, including the procedures for action without meeting, including the procedures for action without meeting. The correspondence.
Officers and Executive Committee

Officers shall be selected as follows:

1. The CCC Nominating Subcommittee will recommend a chair and a vice chair from among the members for a vote by the Committee at a meeting as required. The term of the chair and the vice chair will begin on January 1.

2. Facilitate effective administration of Committee procedures.

3. Prepare and distribute the notices of the Committee meetings.

4. Act as the Committee's parliamentarian.

5. Manage the day-to-day operations and business of the Committee. The secretary will do the following:

   - A member of the NERC staff will serve as the secretary of the Committee.

   - The Committee Chair and Vice Chair are voting members of the Committee.

   - The secretary will:
     - Manage the day-to-day operations and business of the Committee;
     - Facilitate effective administration of Committee procedures;
     - Prepare and distribute the notices of the Committee meetings, prepare the meeting agenda, and distribute the minutes of the Committee meetings;
     - Act as the Committee's parliamentarian.

The nominating subcommittee will recommend a chair and a vice chair, officers shall be selected as follows:

- The incumbent chair and vice chair shall not vote on the selection of the incoming chair and vice chair.
- The chair and vice chair shall not be representatives of the same sector. As the chair and vice chair shall continue to act as representatives of the sectors they represent, the administrative roles and responsibilities of the Committee shall be performed independently of the sectors they represent.

The Committee Chair and Vice Chair are members of the Committee.

The Committee Chair and Vice Chair are voting members of the Committee.

The committee Chair and Vice Chair are members of the NERC Board.

The nominating subcommittee will recommend a chair and a vice chair from among the members for a vote by the Committee. The term of the chair and the vice chair will begin on January 1.

4. Act as the Committee's parliamentarian.

- Distribute the minutes of the Committee meetings.
- Prepare and distribute the notices of the Committee meetings.

The Committee Chair and Vice Chair are voting members of the Committee.
The incumbent chair and vice chair shall not vote on the selection of the incoming chair and vice chair. The chair and vice chair shall not have been representatives of the same sector. As the chair and vice chair shall continue to act as representatives of the sectors, the administrative roles and responsibilities of the chair and vice chair must be performed independently of the sectors they represent. Selection of the chair and vice chair shall not be subject to approval of the NERC Board.

Executive Committee

The CCC shall have an executive committee of at least four members as follows:

• Chair;
• Past Chair;
• Vice-chair;
• Chair;
• Additional members as deemed necessary by the Committee Chair.

The Executive Committee is authorized to act on the Committee’s behalf between regular meetings on matters where urgent actions are crucial and full Committee discussions are not practical.

The Executive Committee is responsible for approval of the NERC Board.
Committee, and which retains the authority to ratify, modify, or annul Executive Committee actions.
<table>
<thead>
<tr>
<th>Nominating Subcommittee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Functions)</td>
<td></td>
</tr>
<tr>
<td>• Manage, when required, the process to recommend the CCC chair and/or vice chair.</td>
<td></td>
</tr>
<tr>
<td>• Added an additional function regarding the process of recommending chair and/or vice chair.</td>
<td></td>
</tr>
<tr>
<td>• Manage, when required, the process to recommend the chair of the Nominating Subcommittee.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nominating Subcommittee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Appointment of Nominating Subcommittee Members)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Prospective members of the committee may be identified via any means the committee finds acceptable, including:</td>
<td></td>
</tr>
<tr>
<td>1. Solicited or unsolicited nomination by a recognized industry group or association;</td>
<td></td>
</tr>
<tr>
<td>2. General open solicitation by the Committee for members of a recognized industry group or association;</td>
<td></td>
</tr>
<tr>
<td>3. Self-nomination;</td>
<td></td>
</tr>
<tr>
<td>4. Recent list of nominations available to the Nominating Subcommittee that it deems to be valid;</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nominating Subcommittee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Vacancies)</td>
<td></td>
</tr>
<tr>
<td>The Nominating Subcommittee will consist of five members nominated by the Committee Chair and approved by the Committee.</td>
<td></td>
</tr>
<tr>
<td>The chair of the Nominating Subcommittee will be selected by the Committee Chair from among the five Nominating Subcommittee members annually. Members of the Nominating Subcommittee will serve concurrently with the term of the Committee Chair that selects the Nominating Subcommittee members, and the full Committee will vacancies on the Nominating Subcommittee.</td>
<td></td>
</tr>
<tr>
<td>The Committee Chair will nominate, and the full Committee will approve, a CCC member to fill a vacancy on the Nominating Subcommittee.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Appointment of Members)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Prospective members of the committee may be identified via any means the committee finds acceptable, including:</td>
<td></td>
</tr>
<tr>
<td>1. Solicited or unsolicited nomination by a recognized industry group or association;</td>
<td></td>
</tr>
<tr>
<td>2. General open solicitation by the Committee for nomination(s);</td>
<td></td>
</tr>
<tr>
<td>3. Self-nomination;</td>
<td></td>
</tr>
<tr>
<td>4. Recent list of nominations available to the Nominating Subcommittee that it deems to be valid;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Functions)</td>
<td></td>
</tr>
<tr>
<td>• Revise member appointment process.</td>
<td></td>
</tr>
<tr>
<td>• Clarify selection process for prospective members of the committee.</td>
<td></td>
</tr>
<tr>
<td>• Define role of chair in filling vacancies.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nominating Subcommittee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Appointment of Members)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nominating Subcommittee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Vacancies)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nominating Subcommittee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Functions)</td>
<td></td>
</tr>
<tr>
<td>• Revise member appointment process.</td>
<td></td>
</tr>
<tr>
<td>• Clarify selection process for prospective members of the committee.</td>
<td></td>
</tr>
<tr>
<td>• Define role of chair in filling vacancies.</td>
<td></td>
</tr>
</tbody>
</table>
5. Directed solicitation by the Committee to an individual or individuals; or,

6. Referral by the NERC Board or other NERC body or Committee.

The Nominating Subcommittee may give preference to candidates nominated by organizations generally considered by the industry as representative of a broad cross-section of the industry sector in question, such as an industry trade association.

The Nominating Subcommittee may request the Secretary to prepare a new solicitation for nominations to fill any General Membership vacancy.

The Nominating Subcommittee process will convert any sector vacancy to an at-large position to fill that seat until the end of the term when there is no qualified sector candidate from a nomination pool.

The Nominating Subcommittee will present the recommended Committee membership slate to the full CCC and then to the NERC Board for appointment. The NERC Board may appoint the entire committee membership slate to the full CCC and then to the NERC Board for appointment. The NERC Board may then appoint the entire committee membership slate to the full CCC and then to the NERC Board for appointment.

The Committee Chair will refer any general membership vacancy to the Nominating Subcommittee. The Nominating Subcommittee may request the Secretary to prepare a new solicitation for nominations to fill the vacancy.

The Nominating Subcommittee process will be detailed in a support CCC Process and Procedure document (CCCPP).
### Subordinate Groups

**Subcommittees**

The Committee may establish subcommittees to which the CCC may delegate some of CCC's functions. The CCC will approve the scope of each subcommittee it forms. The Committee Chair will appoint the subcommittee officers (typically a chair and a vice chair) for a term (generally two years). The subcommittee will work within its assigned scope and be accountable for the responsibilities assigned to it by the CCC. The CCC will review the subcommittee scope at the end of each subcommittee term. The CCC may reappoint the subcommittee chair. Each subcommittee will have a finite duration, normally less than one year. The CCC will review the task force scope at the end of each task force term. The chair of the subcommittee will approve the scope of each task force term.

### Subordinate Groups

**Working Groups**

The Committee may delegate specific continuing functions to a working group. The CCC will approve the scope of each working group it forms. The Committee Chair or delegates will appoint the working group officers (typically a chair and a vice chair) for a term (generally two years). The CCC will conduct a "sunset" review of each working group every year. The working group will be accountable for the responsibilities assigned to it by the CCC. The CCC should consider promoting to a subcommittee any working group that is required to work longer than one term.

### Subordinate Groups

**Task Forces**

The Committee may assign specific work to a task force. The CCC will approve the scope of each task force it forms. The chair of the CCC will appoint the task force officers (typically a chair and a vice chair). Each task force will have a finite duration, normally less than one year. The CCC will review the task force scope at the end of each task force term. The CCC should consider promoting to a subcommittee any task force that is required to work longer than one term.

---

### Notes

- The CCC should consider promoting to a subcommittee any working group that is required to work longer than one term.
- The CCC should consider promoting to a subcommittee any task force that is required to work longer than one term.
consider promoting to a working group any task force that is required to work longer than one year.

<table>
<thead>
<tr>
<th>Voting Procedures for Motions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The committee must approve conducting a roll call vote for situations that need a record of each member's vote.</td>
</tr>
<tr>
<td>The committee may conduct a roll-call vote in those instances where voting by voice or a show of hands is not feasible.</td>
</tr>
<tr>
<td>The chair will not specifically ask those who are abstaining to identify themselves when voting by voice or a show of hands.</td>
</tr>
<tr>
<td>If the chair believes the vote is not conclusive, the default procedure is a voice vote.</td>
</tr>
<tr>
<td>• The secretory will call each member's name.</td>
</tr>
<tr>
<td>• The motion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>The default procedure is a voice vote.</td>
</tr>
<tr>
<td>• If the chair believes the vote is not conclusive, the default procedure is a voice vote.</td>
</tr>
<tr>
<td>• The secretory will call each member's name.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subordinate Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>These subordinate groups are board approved.</td>
</tr>
<tr>
<td>Members and appointed members for the subordinate committees only are rostered for each committee.</td>
</tr>
<tr>
<td>Rosters will be maintained for all members, both full committee members and appointed members, for the subcommittees only as these subordinate groups are board approved.</td>
</tr>
</tbody>
</table>

| CCC documents relating to the topics in the NERC ROP will require NERC Board approval. |
| CCE documents relating to the topics in the NERC ROP will require NERC Board approval. |
| The committee, Robert’s Rules of Order, and Participant Conduct Policy. |
| Business in a manner consistent with all applicable sections of this charter, Robert’s Rules of Order, and Participant Conduct Policy. |

<table>
<thead>
<tr>
<th>Subordinate Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>These subordinate groups are board approved.</td>
</tr>
<tr>
<td>Members and appointed members for the subordinate committees only are rostered for each committee.</td>
</tr>
<tr>
<td>Rosters will be maintained for all members, both full committee members and appointed members, for the subcommittees only as these subordinate groups are board approved.</td>
</tr>
</tbody>
</table>

|CCC documents relating to the topics in the NERC ROP will require NERC Board approval. |
|CCC documents relating to the topics in the NERC ROP will require NERC Board approval. |
|The committee, Robert’s Rules of Order, and Participant Conduct Policy. |
|Business in a manner consistent with all applicable sections of this charter, Robert’s Rules of Order, and Participant Conduct Policy. |
Members answer "yes," or "no," but may answer "present" if they wish to abstain from voting.

Meeting minutes are a record of what the committee did, not what its members said.

Minutes should list discussion points where appropriate but do not list the person who seconds a motion.

Do not list the person who seconds a motion.

Do not record (or even ask for) abstentions.

Do not list the person who seconds a motion.

All committee members are afforded the opportunity to provide alternate views on an issue. The meeting minutes will provide an exhibit to record minority positions. The chair shall report both the majority and any minority positions in presenting results to the NERC Board.

Meeting minutes are a record of what the committee did, not what its members said.

• Members answer "yes," or "no," but may answer "present" if they wish to abstain from voting.

Attachment A

Deletion of Sector 11 – Regional Entities

Addition of At-Large Position to the C pantalla

Minutes

Meeting minutes are a record of what the committee did, not what its members said.

All committee members are afforded the opportunity to provide alternate views on an issue. The meeting minutes will provide an exhibit to record minority positions. The chair shall report both the majority and any minority positions in presenting results to the NERC Board.

Meeting minutes are a record of what the committee did, not what its members said.

Attachment A

Deletion of Sector 11 – Regional Entities

Addition of At-Large Position to the C pantalla

Minutes

Meeting minutes are a record of what the committee did, not what its members said.

All committee members are afforded the opportunity to provide alternate views on an issue. The meeting minutes will provide an exhibit to record minority positions. The chair shall report both the majority and any minority positions in presenting results to the NERC Board.

Meeting minutes are a record of what the committee did, not what its members said.

Attachment A

Deletion of Sector 11 – Regional Entities

Addition of At-Large Position to the C pantalla

Minutes

Meeting minutes are a record of what the committee did, not what its members said.

All committee members are afforded the opportunity to provide alternate views on an issue. The meeting minutes will provide an exhibit to record minority positions. The chair shall report both the majority and any minority positions in presenting results to the NERC Board.

Meeting minutes are a record of what the committee did, not what its members said.