

NERC

NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

Reliability and Security Technical Committee Charter

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RELIABILITY | RESILIENCE | SECURITY



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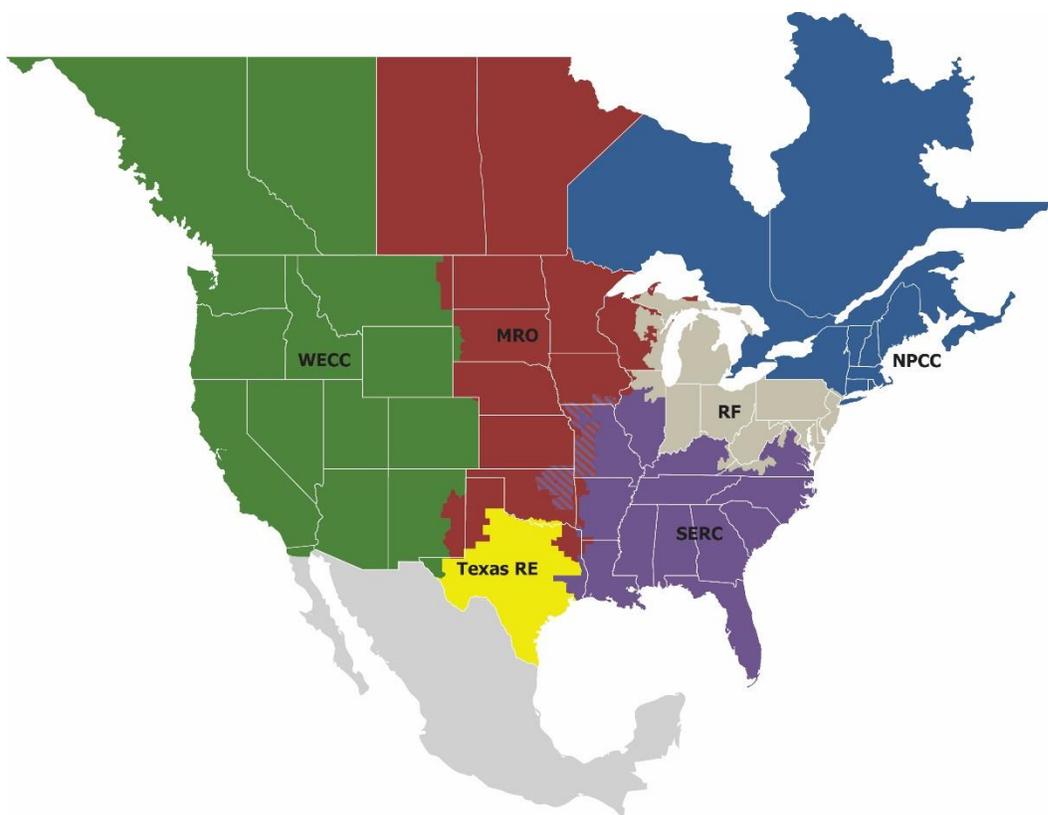
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Preface

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 citizens in North America 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.



MRO	Midwest Reliability Organization
NPCC	Northeast Power Coordinating Council
RF	ReliabilityFirst
SERC	SERC Reliability Corporation
Texas RE	Texas Reliability Entity
WECC	Western Electricity Coordinating Council

Section 1: Purpose

The Reliability and Security Technical Committee (RSTC) is a standing committee that strives to advance the reliability and security of the interconnected BPS of North America by:

- Creating a forum for aggregating ideas and interests, drawing from diverse industry stakeholder expertise, to support the ERO Enterprise's mission; and,
- Leveraging such expertise to identify solutions to study, mitigate, and/or eliminate emerging risks to the BPS for the benefit of industry stakeholders, the NERC Board of Trustees (Board) and ERO Enterprise staff and leadership.

Section 2: RSTC Functions

Create a forum for industry stakeholders to support NERC programs in the development of key ERO Enterprise deliverables.

- Facilitate and advocate information sharing among relevant industry stakeholders;
- Review and provide guidance in developing deliverables critical to ERO functions, such as Reliability Standards, reliability assessments, requests for data (pursuant to Section 1600 of the NERC Rules of Procedure Section (ROP)), Implementation Guidance, and other analyses, guidelines, and reports;
- Solicit and coordinate technical direction, oversight activities, and feedback from industry stakeholders;
- Disseminate ERO deliverables to industry to enhance reliability;
- Develop internal and review external requests for industry actions and informational responses;
- Develop appropriate materials, as directed by ERO functions or the NERC Board, to support ERO Enterprise functions; and,
- Coordinate with ERO staff and liaise with government agencies and trade associations.

Coordinate and oversee implementation of RSTC subgroup work plans.

- Create and disband subcommittees, working groups and task forces to support ERO Enterprise functions;
- Harmonize and approve the work plans of subcommittees, working groups, and task forces to ensure alignment with strategic reports and analyses, such as the Business Plan and Budget, ERO Enterprise Long-Term Strategy, Operating Plan, biennial RISC report, State of Reliability report recommendations, Long-Term, Seasonal and Special Reliability Assessment recommendations and ongoing events analysis trends; and,
- Track the progress of the subcommittees, working groups, and task forces to complete assigned activities.

Advise the NERC Board of Trustees.

- Approve, accept, remand or endorse¹ ERO processes, analyses, reports, and other deliverables for the NERC Board; and,
- Provide technical input and analyses on operating and planned BPS reliability and security, emerging issues and risks, and other general industry concerns at the request of the NERC Board or NERC staff.

¹ See Section 8 for further details on these actions.

Section 3: Membership

Representation Model

The RSTC has a hybrid representation model consisting of the following types of memberships:

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

Two members shall be elected to 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 – State Government Representatives.

Selection of at-large members will allow for better balancing of representation on the RSTC of the following:

- Regional Entity and Interconnection diversity (i.e., goal of having at least one representative from each Interconnection and Regional Entity footprint);
- Subject matter expertise (Planning, Operating, or Security);
- Organizational types (Cooperatives, Investor-Owned Utilities, Public Power, Power Marketing Agencies, etc.); and,
- North American countries, consistent with the NERC bylaws (Canada, Mexico, and U.S.).

Below is a breakdown of voting and non-voting membership on the RSTC:

Voting Membership	
Name	Voting Members
Sectors 1-10 and 12	22
At-Large	10
Chair and Vice Chair	2
Total	34

Non-Voting Membership²	
Non-Voting Member	Number of Members
NERC Secretary	1
United States Federal Government	2
Canadian Federal Government	1
Provincial Government	1
Total	5

Member Selection

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

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

1. Affiliates

A company, including its affiliates, may not have more than one member on the RSTC. Any RSTC member who is aware of a membership conflict of this nature is obligated to notify the RSTC secretary within 10 business days. The RSTC secretary will in turn report the conflict to the RSTC 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 RSTC 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 make a recommendation to the full RSTC. The RSTC will determine which member shall continue to serve, subject to NERC Board approval.

If the conflict is not resolved in a timely manner by the impacted members, the chair shall notify all members of the affected industry sectors and recommend actions to resolve the conflict. If the membership conflict remains unresolved, the chair shall refer the conflict to the NERC Board for resolution.

2. Election of Sector Members

NERC members in each sector will annually elect members for expiring terms or open seats using a nomination and election process that is open, inclusive, and fair. In the event that a sector has no nominations for one or both sector seats at the annual election, the RSTC must first attempt to fill those sector positions with at-large members. Otherwise, the sector seat will remain vacant until the next annual election.

Sector elections will be completed in time for the Nominating Subcommittee to identify and nominate at-large representatives as well as for the secretary to send the full RSTC membership list to the NERC Board for its approval at the February meeting.

After the secretary announces the election results, newly elected members will serve on the RSTC pending approval by the Board.

If an interim vacancy is created in a sector, a special election will be held unless it would coincide with the annual election process. If a sector cannot fill an interim vacancy, then that sector seat will remain vacant until the next annual election. Interim sector vacancies will not be filled with an at-large representative.

² Upon recognition of NERC as the Electric Reliability Organization, Mexican Government representation will be equitable and based approximately on proportionate Net Energy for Load.

3. Nominating Subcommittee

The Nominating Subcommittee will consist of five members (the RSTC Vice-Chair and four members drawing from different sectors and at-large representatives).

The Nominating Subcommittee members are nominated by the RSTC chair and approved by the full RSTC membership.

The term for members of the Nominating Subcommittee is two years.

In addition to recommending individuals for at-large representative seats, the Nominating Subcommittee manages the process to select the chair and/or vice chair of the RSTC. The RSTC vice-chair shall recuse him or herself from this process.

4. Selection of At-Large Members

The Nominating Subcommittee recommends individuals to fill at-large representative seats on the RSTC, following consultation of the full RSTC.

5. Non-Voting Members

At the start of the annual RSTC nomination process, the RSTC secretary will coordinate with entities entitled to non-voting membership to identify representatives for the non-voting seats.

6. International Representation

Canadian representation on the RSTC shall be consistent with Article VIII Section 4 of the NERC Bylaws.

Member Expectations

RSTC members are expected to act in accordance with this charter as well as to accomplish the following:

- Adhere to NERC Antitrust Guidelines and Participant Conduct Policy;
- Demonstrate and provide knowledge and expertise in support of RSTC activities;
- Where applicable, solicit comments and opinions from constituents and groups of constituents or trade organizations represented by the member and convey them to the RSTC;
- Respond promptly to all RSTC requests, including requests for reviews, comments, and votes on issues before the RSTC; and,
- Comply with the procedures in this Charter and Robert's Rules of Order during meetings.

Term

Upon the initial establishment of the RSTC, one half of members will serve for two year terms (with terms ending in even years) and the remaining half will serve for three year terms (with terms ending in odd years).

When the initial terms are complete, all terms will have a standard length of two years to ensure staggered membership.

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

- If two members are simultaneously selected to a sector that did not have any existing members, in order 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 between elections, the term will end when the term for that vacant position ends.

There are no limits on the number of terms that members can serve.

Vacancies and Proxies

Any membership vacancies may be filled between annual elections using the aforementioned selection process.

1. Vacancies Created By the Member

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

2. Vacancies Requested by the Chair

The chair may request any RSTC member who ceases to participate in the RSTC consistent with member expectations (above) and to the satisfaction of the chair, 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. If the chair is not satisfied with a written response, the RSTC chair will refer the matter to the NERC Board.

3. Vacancies Requested By the Board

RSTC members serve at the pleasure of the NERC Board. The NERC Board may initiate a request for resignation, removal, or replacement a member from the RSTC, as it deems appropriate or at the request of the RSTC chair.

4. Proxies

A voting member may select a proxy who attends and votes during all or a portion of a committee meeting in lieu of a voting member, provided that the absent voting representatives notifies the RSTC chair, vice chair, or secretary of the proxy. A proxy may not be given to another RSTC member. A proxy must meet the RSTC's membership eligibility requirements.

To permit time to determine a proxy's eligibility, all proxies must be submitted to the secretary in writing at least one week prior to the meeting (electronic transmittal is acceptable) for approval by the chair. Any proxy submitted after that time will be accepted at the chair's discretion.

Section 4: Meetings

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

Quorum

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

If a quorum is not present at the time of the vote, the RSTC may not take any actions requiring a vote; however, the chair may, with the consent of the majority of voting members present, elect to allow discussion of the agenda items.

Voting

Actions by the RSTC will be approved upon receipt of 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

RSTC meetings will be open to the public, except as noted below under Confidential Information.

Confidential Sessions

At the discretion of the chair, a meeting or portion of an RSTC 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. Confidential Information will only be disclosed as provided by Section 1500 of the NERC ROP.

Majority and Minority Views

All members of a 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 at a meeting of the committee 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 five business 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 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.

Section 5: Officers and Executive Committee

Officers

The RSTC will have two officers – one chair and one vice-chair.

Officers shall be selected as follows:

- The Nominating Subcommittee solicits nominations for chair and vice-chair through an open nomination process. Self-nominations are permitted.
- The Nominating Subcommittee proposes chair and vice-chair candidates. The full RSTC will elect the chair and vice chair.
- The chair and vice chair shall not be from the same sector.
- The elected chair and vice-chair are approved by the NERC Board.
- Unless an exception is approved by the Board, no individual may serve more than one term as vice chair and one term as chair.

Secretary

NERC will appoint the RSTC secretary.

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

- Manage the day-to-day operations and business of the RSTC;
- Prepare and distribute notices of the RSTC meetings, prepare the meeting agenda, and prepare and distribute the minutes of the RSTC meetings;
- Facilitate the election/selection process for RSTC members; and,
- Act as the RSTC's parliamentarian.

Chair

The chair will direct and provide general supervision of RSTC activities, including the following:

- Coordinate the scheduling of all meetings, including approval of meeting duration and location;
- Develop agendas and rule on any deviation, addition, or deletion from a published agenda;
- Preside at and manage meetings, including the nature and length of discussion, recognition of speakers and proxies, motions, and voting;
- Act as spokesperson for the RSTC at forums inside and outside of NERC; and,
- Attend meetings of the NERC Board when necessary to report on RSTC 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 RSTC will select an executive committee of six members as follows:

- Chair;
- Vice-chair;
- Four RSTC voting members from different sectors selected by the RSTC chair and vice-chair with a reasonable balance of subject matter expertise in Operations, Planning, and/or Security and with consideration for diversity in representation (i.e., sectors, Regional Entities, Interconnections, etc.).

The executive committee of the RSTC is authorized by the RSTC to act on its behalf between regular meetings on matters where urgent actions are crucial and full RSTC discussions are not practical.

Ultimate RSTC 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.

Section 6: RSTC Subordinate Groups

The RSTC organizational structure will be aligned as described by the NERC Bylaws to support a superior-subordinate hierarchy.

The RSTC may establish subcommittees, working groups, and task forces as necessary. The RSTC will be the responsible sponsor of all subordinate subcommittees, working groups, or task forces that it creates, or that its subordinate subcommittees and working groups may establish. The RSTC will keep the NERC Board informed of all groups subordinate to the RSTC.

Officers of subordinate groups will be appointed by the chair of the RSTC.

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 RSTC may establish subcommittees to which the RSTC may delegate some of RSTC's functions. The RSTC will approve the scope of each subcommittee it forms. The RSTC chair will appoint the subcommittee officers (typically a chair and a vice chair) for a specific term (generally two years). 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 RSTC may delegate specific continuing functions to a working group. The RSTC will approve the scope of each working group that it forms. The RSTC 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 one additional term. The RSTC 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 RSTC or subcommittee and will, at all times, work within its assigned scope. The RSTC should consider promoting to a subcommittee any working group that is required to work longer than one term.

Task Forces

The RSTC may assign specific work to a task force. The RSTC will approve the scope of each task force it forms. The chair of the RSTC 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 RSTC will review the task force scope at the end of the expected duration and at each subsequent meeting of the RSTC until the task force is retired. Action of the RSTC is required to continue the task force past its defined duration. The RSTC should consider promoting to a working group any task force that is required to work longer than one year.

Section 7: 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.

Section 8: RSTC Deliverables and Approval Processes

The RSTC will abide by the following parameters regarding approval, endorsement, or acceptance of committee deliverables.

Reliability Guidelines

Reliability Guidelines are documents that suggest approaches or behavior in a given technical area for the purpose of improving reliability. Reliability Guidelines are not binding norms or mandatory requirements. Reliability Guidelines may be adopted by a responsible entity in accordance with its own facts and circumstances.

1. New/updated draft guideline approved for industry posting.

The RSTC approves for posting for industry comment the release of a new or updated draft guideline developed by one of its subgroups or the committee as a whole.

The draft guideline is posted as “for industry-wide comment” for 45 days. If the draft guideline is an update, a redline version against the previous version must also be posted.

After the public comment period, the RSTC will post the comments received as well as its responses to the comments. The RSTC may delegate the preparation of responses to a committee subgroup.

A new or updated guideline which considers the comments received, is approved by the RSTC and posted as “Approved” on the NERC website. Updates must include a revision history and a redline version against the previous version.

After posting a new or updated guideline, the RSTC will continue to accept comments from the industry via a web-based forum where commenters may post their comments.

- a. Each quarter, the RSTC will review the comments received.
- b. At any time, the RSTC may decide to update the guideline based on the comments received or on changes in the industry that necessitate an update.
- c. Updating an existing guideline will require that a draft updated guideline be approved by the RSTC in the above steps.

2. Review of Approved Reliability Guidelines, Security Guidelines and Reference Documents

Approved Reliability Guidelines or Reference Document shall be reviewed for continued applicability by the RSTC at a minimum of every third year since the last revision.

3. Communication of New/Revised Reliability Guidelines, Security Guidelines and Reference Documents

In an effort to ensure that industry remains informed of revisions to a Reliability Guideline or Reference Document or the creation of a new Reliability Guideline or Reference Document, the RSTC subcommittee responsible for the Reliability Guideline will follow an agreed upon process.

4. Coordination with Standards Committee

Standards Committee authorization is required for a Reliability Guideline to become a supporting document that is posted with or referenced from a NERC Reliability Standard. See Appendix 3A in the NERC’s ROP under “Supporting Document.”

Section 1600 Data or Information Requests

A report requested by the RSTC that accompanies or recommends a Rules of Procedure (ROP) Section 1600 - Data or Information Request will follow the process outlined below:

1. This Section 1600 request, with draft supporting documentation, will be provided to the RSTC at a regular meeting.
2. The draft Section 1600 data request and supporting documentation will be considered for authorization to post for comments at the RSTC regular meeting.
3. A committee subgroup will review and develop responses to comments on the draft Section 1600 data request and will provide a final draft report, including all required documentation for the final data request, to the RSTC at a regular meeting for endorsement.
4. The final draft of the 1600 data request – with responses to all comments and any modifications made to the request based on these comments – will be provided to the NERC Board.

Other Types of Deliverables

1. Policy Outreach

On an ongoing basis, the RSTC will coordinate with the forums, policymakers, and other entities to encourage those organizations to share reliability guidelines, reference documents and lessons learned to benefit the industry.

Reports required under the NERC ROP or as directed by an Applicable Governmental Authority or the NERC Board: documents include NERC’s long-term reliability assessment, special assessments, and probabilistic assessments. These reports may also be used as the technical basis for standards actions and can be part of informational filings to FERC or other government agencies.

2. White Papers

Documents that explore technical facets of topics, often making recommendations for further action. They may be written by subcommittees, working groups, or task forces of their own volition, or at the request of the RSTC.

3. Reference Documents and Technical Reports

Documents that serve as a reference for the electric utility industry and/or NERC stakeholders regarding a specific topic of interest. These deliverables are intended to document industry practices or technical concepts at the time of publication and may be updated as deemed necessary, per a recommendation by the RSTC or its subgroups to reflect current industry practices.

4. Implementation Guidance

Documents providing examples or approaches for registered entities to comply with standard requirements. The RSTC is designated by the ERO Enterprise as a pre-qualified organization for vetting Implementation Guidance in accordance with NERC Board -approved Compliance Guidance Policy. Implementation Guidance that is endorsed by the RSTC can be submitted to the ERO Enterprise for endorsement, allowing for its use in Compliance Monitoring and Enforcement Program (CMEP) activities.

Review Process for other Deliverables

Deliverables with a deadline established by NERC management or the NERC Board will be developed based on a timeline reviewed by the RSTC to allow for an adequate review period, without compromising the desired report release dates. Due to the need for flexibility in the review and approval process, timelines are provided as guidelines to be followed by the committee and its subgroups.

A default review period of no less than 10 business days will be provided for all committee deliverables. Requests for exceptions may be brought to the RSTC at its regular meetings or to the Executive Committee if the exception cannot wait for an RSTC meeting.

In all cases, a final report may be considered for approval, endorsement, or acceptance if the RSTC, as outlined above, decides to act sooner.

Possible Actions for other Deliverables

1. Approve:

The RSTC has reviewed the deliverable and supports the content and development process, including any recommendations.

2. Accept:

The RSTC has reviewed the deliverable and supports the development process used to complete the deliverable.

3. Remand:

The RSTC remands the deliverable to the originating subcommittee, refer it to another group, or direct other action by the RSTC or one of its subcommittees or groups.

4. Endorse:

The RSTC agrees with the content of the document or action, and recommends the deliverable for the approving authority to act on. This includes deliverables that are provided to the RSTC by other NERC committees. RSTC endorsements will be made with recognition that the deliverable is subject to further modifications by NERC Executive Management and/or the NERC Board. Changes made to the deliverable subsequent to RSTC endorsement will be presented to the RSTC in a timely manner. If the RSTC does not agree with the deliverable or its recommendations, it may decline endorsement. It is recognized that this does not prevent an approval authority from further action.