RESOLUTION #429

ADOPTING A CHARTER FOR ENERGY TRUST ADVISORY COUNCILS

WHEREAS:

1. **Under Energy Trust bylaws (section 5.5), the board creates advisory councils whose purpose is "to assist the board of directors and the President in the development of a strategic plan and to assist the Corporation's staff with implementing key elements of the strategic plan, according to guidelines to be established by the board of directors."**
2. **In 2001, the board created two councils, the Conservation Advisory Council and the Renewable Advisory Council. Since then, the councils have operated under their own operating procedures without formal charters approved by the board. The board has not, however, adopted a charter governing the councils.**

It is therefore RESOLVED:

The board of directors of the Energy Trust of Oregon, Inc., adopts the following charter for its advisory councils:

CHARTER
Energy Trust of Oregon, Inc.
Conservation and Renewable Advisory Councils
March 28, 2007

Purpose: The purpose of the Conservation and Renewable Advisory Councils is to advise the board and staff of Energy Trust of Oregon, Inc., regarding issues associated with Energy Trust energy efficiency and renewable energy policies and programs. The Councils will operate in accordance with this charter.

Council functions:

1. **The Councils will:**
   - **(a) Review and discuss selected energy efficiency and renewable energy issues prior to Energy Trust decision-making to ensure that the Board and staff have the best available information on such issues;**
   - **(b) Help the Board and staff to identify alternative resolutions of such issues; and**
   - **(c) Help staff identify matters for board consideration.**

Council composition:

2. **The Councils will aim for a membership of 10-18 each, to keep Council logistics manageable. The Councils should have members with backgrounds from a broad range of interests and organizations.**

3. **Energy Trust staff will consult with individuals and organizations with experience and interest in energy efficiency and renewable energy and appoint Council members after obtaining the consent of the board Policy Committee.**

4. **Members who do not attend meetings for six months will be asked if they wish to continue membership; a year's non-attendance may be deemed withdrawal from the Council.**

Council meetings and procedures:

5. **The Councils will meet as needed, typically on a monthly basis.**

6. **Meetings shall be open to the public.**

7. **Members will be invited to suggest topics for meeting agendas. Agendas and background materials shall be made available to Council members and the public a week in advance if possible.**

8. **All Council members shall be provided an opportunity for comment; audience comments will also be solicited.**

9. **Staff shall prepare fair and balanced meeting notes and provide them to Council members and the Board. Notes will document Council consensus and/or majority and minority views.**

10. **The Councils will maintain operating principles (such as Attachments #1 and #2).**

ATTACHMENT 1

Conservation Advisory Council
Operating Principles
September 15, 2004

The following operating principles are a distillation of Conservation Advisory Council meeting discussions concerning the CAC role and meeting process. This process started with a CAC subgroup ad hoc meeting held in April that identified a number of process issues and enhancement suggestions. The topic was aired in June, July and September and the following items were generally agreed to be incorporated in the CAC meeting process.

Energy Trust staff has endeavored to incorporate these principles into the CAC meeting process as a way to enhance the effectiveness of advisory council meetings.

1. Meet monthly.
2. Whenever possible, distribute meeting agendas, related discussion papers and notes from the previous meeting at least one week in advance.

3. Identify agenda items as discussion, information, or recommendation needed.
4. Make presentations short and succinct; provide ample time for discussion. Strive to invite guest presenters.
5. Provide at least two rounds of discussion on warranted topics before asking for a recommendation.
6. Solicit council technical expertise on discussion topics as appropriate, to inform discussions before final recommendations.
7. Poll members for opinions on recommendation topics. Document minority viewpoints as well as prevailing opinions.
8. Provide program information updates quarterly.
9. Provide more complete summaries of CAC recommendations, including split recommendations, in board decision documents.
10. Include board members on CAC distribution list to allow board to review CAC minutes and to choose to attend meetings of interest.
11. Include time on agendas for open discussion and suggestions for future agenda items.

ATTACHMENT 2

Renewable Advisory Council
Meeting Operating Principles
July 11, 2005

The Renewable Advisory Committee (RAC) is one of several standing committees formed by the board of directors to provide advice in support of the Energy Trust. From the Energy Trust Bylaws:

"The board of directors shall create separate advisory councils for (a) conservation, and (b) for renewable resources, to provide advice and resources to support the Corporation. The role of such advisory councils shall be to assist the board of directors and the President in the development of a strategic plan and to assist the Corporation's staff with implementing key elements of the strategic plan, according to guidelines to be established by the board of directors."

The RAC provides direct advice and input on budgets, priorities, program designs and project evaluations. Final resolution of issues and all decision authority remains with the board of directors.

Operating Principles and Procedures

1. Meet at least eight times per year.
2. Whenever possible, distribute meeting agendas, related discussion papers and notes from the previous meeting at least one week in advance.
3. Identify agenda items as discussion, information, or recommendation needed. Provide short summaries of items.
4. Make presentations short and succinct; provide ample time for discussion. Invite guest presenters. Use subcommittees to advance controversial topics.
5. Strive to provide at least two rounds of discussion on policy issues, new program launches and annual budget reviews before asking for a recommendation.
6. Solicit council technical expertise on discussion topics as appropriate, to inform discussions before final recommendations.
7. Survey members for opinions on recommendation topics. Document minority viewpoints as well as prevailing opinions.
8. Provide program information updates quarterly.