Conservation Advisory Council
Operating Principles
May 1, 2013

The Conservation Advisory Council (CAC) is one of several standing committees formed by the board of directors to provide advice in support of the Energy Trust efficiency programs.

From the CAC Charter:

> 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.
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> 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.

The CAC provides direct advice and input on budgets, program designs and strategies and the implications and programmatic response to policy or market changes. Final resolution of issues and all decision authority remains with the board of directors.

The following operating principles are a distillation of Conservation Advisory Council meeting discussions concerning the CAC role and meeting process. CAC Operating Principles were initially developed in 2004 to improve and enhance the CAC process. The Operating Principles were reviewed by the CAC in February of 2013 and updates were discussed in February, March and April. The following items were generally agreed to be the way that CAC should operate.

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 at least 8 times per year.
2. Draft an annual CAC schedule to set expectations for the year and prioritize known issues/ topics for the year to inform annual schedule and meeting agenda development.
3. Whenever possible, distribute meeting agendas, related materials and notes from the previous meeting one week in advance so that CAC members can review and be prepared to engage on topics.
4. Identify agenda items as discussion, information, or recommendation needed.
5. Make presentations short and succinct; provide ample time for discussion. Structure the meetings to maximize dialogue between staff, CAC members and other interested parties who attend.
6. Assure sufficient CAC member input and discussion on warranted topics before polling members for opinions. Document minority viewpoints as well as prevailing opinions.
7. Provide summaries of CAC input in board briefing materials or decision documents where applicable. Summaries should reflect the degree of CAC unanimity.
8. Encourage board member attendance at CAC meetings. Include board members on CAC distribution list to allow board to review CAC minutes and to choose to attend meetings of interest.
9. Include time on agendas for open discussion and suggestions for future agenda items.
10. Brief new, incoming CAC members on their duties.