

THE NATIONAL COUNCIL ON ELECTRICITY POLICY (NCEP)

ADMINISTRATIVE GUIDELINES

MAY 2024

PREFACE

The National Council on Electricity Policy (NCEP) is not a stand-alone organization and therefore does not require a full suite of administrative policies and regulations. However, as a collaborative, member-driven initiative, NCEP leaders believe that documenting and adhering to a set of consistent administrative guidelines will support execution of its mission and smooth operations.

ARTICLE I – PURPOSE AND SCOPE

NCEP is a collaborative forum for state-level electricity decision-makers to share perspectives and learn from one another. NCEP focuses on the impact of pressing energy system issues on electricity policy and electricity customers, how different state decision-makers' roles influence their approaches, and how federal policies, regulations, and priorities affect state actions. All state officials and staff with roles that impact the energy system are considered members of NCEP, including representatives from state utility commissions, state energy offices, consumer advocate offices, state legislatures, governors' offices, air quality agencies, and others.

NCEP members act at the intersections of complex energy and electricity sector issues. NCEP forums focus on:

- Energy system issues with a clear link to electricity customers.
- Energy policies and regulations over which state-decision makers have a distinct role, responsibility, or influence.
- The impact that federal electricity policies and regulations have on state roles and state electricity policies and regulations.

NCEP provides virtual and in-person opportunities to convene NCEP members, share perspectives, and provide education on various state decision-maker roles. NCEP elevates existing and emerging resources on relevant electricity system issues of interest to members. When producing resources, NCEP focuses on sharing member perspectives and decision-maker roles within the electricity landscape.

- A. NCEP may update its goals, objectives, and scope upon approval of National Council on Electricity Policy Executive Committee members.

ARTICLE II – MEMBERSHIP

A. MEMBERSHIP

1. Membership in NCEP is available to all state government decision-makers whose work relates to electricity issues, including leadership and staff from energy offices, utility commissions, legislatures, air and environmental agencies, consumer advocates, and Governors' representatives from all 50 states, the District of Columbia, Puerto Rico and U.S. Virgin Islands. State or Provincial decision makers from Canadian Provinces and U.S. Territories may also participate as non-voting members. NCEP members shall be provided with opportunities to

participate in NCEP activities and Work Groups.

2. The active membership of NCEP will be identified through participation in NCEP activities and registration for NCEP electronic communications.

B. REGIONS

Members are grouped by region for matters requiring voting or leadership as follows:

- **NORTHEAST:** Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
- **MID-ATLANTIC:** Delaware, District of Columbia, Ohio, Maryland, New Jersey, Pennsylvania, U.S. Virgin Islands, Virginia, West Virginia
- **MIDWEST:** Indiana, Iowa, Michigan, Minnesota, North Dakota, Illinois, South Dakota, Wisconsin
- **SOUTHEAST:** Alabama, Florida, Georgia, Kentucky, North Carolina, Mississippi, Puerto Rico, South Carolina, Tennessee
- **CENTRAL:** Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas
- **MOUNTAIN:** Arizona, Colorado, Idaho, Montana, New Mexico, Utah, Wyoming
- **PACIFIC:** Alaska, California, Guam, Hawaii, Nevada, Oregon, Washington

ARTICLE III – EXECUTIVE COMMITTEE

A. ORGANIZATIONAL STRUCTURE

1. NCEP will be guided by an Executive Committee.
2. The Executive Committee shall include a state utility commission representative from each Region (7), as well as two state legislators, state air or environmental leaders, state consumer advocates, directors of state energy offices, and Governor’s energy advisors for a total of seventeen (17) Executive Committee members. Representation may change as the organization grows and evolves with the approval of the Executive Committee.
3. Members of the National Council’s Executive Committee shall serve four-year terms. Each of these terms may be extended in one-year increments up to a maximum of four additional years with Executive Committee approval, for a maximum of eight years.
4. New members will be formally added to the Executive Committee following a vote by current members of the Executive Committee at any meeting of NCEP or over email and shall require

support of 66% of the votes cast by NCEP's Executive Committee.

B. REGULAR AND ANNUAL MEETINGS

Regular virtual and in-person meetings of NCEP shall be held as determined by the Executive Committee. One meeting each year shall be designated as the Annual Meeting.

C. POLICY

1. Consistent with its mission, the role of NCEP is an exchange of perspectives, not to seek unanimity. NCEP will serve as an informative, rather than policy making, body and will not normally form policy statements. If a case exists where NCEP offers a policy statement, it must be approved by unanimous vote of the Executive Committee.
2. No policy shall be binding on any Member. Individual members retain all rights to comment on policy statements of NCEP, including the attachment of minority viewpoints.
3. No lobbying or legislative advocacy of any kind will be done by NCEP.

D. NON-BINDING ACTIVITIES

No vote of or resolution passed by the NCEP Executive Committee has any binding effect upon any state agency, provincial authority, or any individual.

E. ADMINISTRATIVE GUIDELINES

These Administrative Guidelines may be amended at any meeting of NCEP or over email and shall require support of 66% of the votes cast by NCEP's Executive Committee.

ARTICLE IV – ADMINISTRATION

A. RELATIONSHIP TO NARUC

NCEP is an initiative of NARUC, funded through grants and cooperative agreements provided to NARUC. Auditing, reporting, compliance, and other funder-specified activities required by these grants and agreements will be undertaken by NARUC.

NARUC will collaborate with all other state member associations whose members participate in NCEP (i.e., NASEO, NGA, NCSL, NACAA, NASUCA) to the greatest extent practical when carrying out the administrative duties of NCEP.

B. NCEP STAFF

NARUC staff will serve as a secretariat for NCEP funded through projects administered by NARUC. NCEP staff work will be directed by the Executive Committee within the boundaries of

the terms of their tasks under NARUC's supporting cooperative agreements and grants.

ARTICLE V – LEADERSHIP

A. NUMBER AND TITLE OF LEADERSHIP

The NCEP Leadership shall consist of a Chair and two Vice Chairs. A Secretary can be designated, if the Executive Committee votes to do so.

B. LEADERSHIP ELECTIONS, TERMS, and VACANCIES

1. The Executive Committee shall elect a Chair and two Vice Chairs. The Executive Committee may elect a Secretary.
2. The Leadership shall serve two-year terms. Each of these terms may be extended in one-year increments up to a maximum of four years if the Chair or Vice Chair so requests.
3. No two Leaders may be from the same Region.
4. It is the intent, but not requirement, that one of the Vice Chairs will become Chair at the conclusion of the Chair's two-year term, or when their term expires.
5. The Leaders are recognized as representatives from their individual states and regions. However, as NCEP leaders, they are also expected to represent the entire membership on issues decided by NCEP.
6. In the event of a vacancy of the Chair, one of the Vice Chairs will fulfill the Chair's duties for the remainder of the former Chair's term. In the event of a vacancy of both Vice Chairs, their positions will be filled by an eligible state official elected by the Executive Committee.
7. Partial terms shall not be counted as one term of office.
8. The Chair and Vice Chairs will be formally considered NCEP Leadership following a vote by current members of the Executive Committee at any meeting of NCEP or over email and shall require support of 66% of the votes cast by NCEP's Executive Committee.

C. DUTIES

1. The Chair shall be the principal officer of NCEP, shall preside at all meetings of NCEP and the Executive Committee, shall be responsible for seeing that the directives and activities of NCEP and the Executive Committee are carried out, and shall perform other duties as may be necessary for NCEP.
2. The Vice Chairs, in the temporary absence of the Chair, shall preside at meetings of NCEP and the Executive Committee and will perform other duties as may be necessary for NCEP.

ARTICLE VI – COMMITTEES

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the three (3) Leaders of NCEP as described in Article V as well as fourteen (14) additional Members, as described in Article III.
2. The Executive Committee may meet as needed in-person or virtually, or other means. Such meetings shall be called by the Chair of the Executive Committee. A quorum of the Executive Committee shall be nine (9) members of the Executive Committee and decisions of the Executive Committee, unless otherwise specified in these Guiding Principles, shall require support of 66% of the votes cast by Executive Committee members during such a meeting or via email.

B. NOMINATING COMMITTEE

The Executive Committee may name a Nominating Committee, as needed, to offer names of eligible state officials to fill vacancies in its membership.

C. OTHER COMMITTEES

1. Other committees may be established as deemed necessary by the Executive Committee.
2. Any state government official who participates in NCEP may participate in these other committees, as well as a Nominating Committee, when such Committees are named. Other persons, representing trade associations, government agencies, or other relevant organizations, may participate by invitation of NCEP.

ARTICLE VII – ACTIVITIES

A. MEETINGS

1. The Annual Meeting and other meetings of NCEP shall be open meetings except for Executive Committee meetings. To the extent allowed, meetings dealing with commercially sensitive, legal and personnel issues will be conducted in closed session.
2. In the event of a dispute not specifically addressed in these Guiding Principles or in other rules adopted by NCEP, *Robert's Rules of Order Newly Revised* shall govern the meetings of NCEP, the Executive Committee, and all other committees.

B. OTHER ACTIVITIES

Papers, webinars, facilitated sessions, trainings, and other information-exchange, research and education activities shall conform to Article I of these Guiding Principles.