

**Connecticut Energy Advisory Board
Draft Operating Procedures
April 2008**

1. CEAB Meeting Preparation

- a. **Meeting Agenda and Material:** The schedule of regular meetings is published in January for the ensuing year. An agenda and associated material to be considered at the regular monthly meetings is generally distributed one week in advance of meetings (i.e., a Friday before a Friday meeting), and posted simultaneously on the CEAB web site.
- b. **Requests to Add Items to the Meeting Agenda:** The CEAB's regular monthly meeting materials include projected timelines associated with current and prospective matters. This provides an advance indication of upcoming agenda items. Any member who would like to discuss new or other matters should, if possible, indicate the subject matter to the Chairman approximately ten days before the regularly scheduled meeting to allow such matters to be included on the meeting agenda distributed in advance of the meeting. Any matter that does not appear on the published agenda requires an affirmative vote of two-thirds of the members present and voting to be considered. If such advance notice is not possible, members should provide the Chairman notice before the regularly scheduled meeting.
- c. **Requests to Postpone Consideration of an Item on the Meeting Agenda:** Upon review of the regular meeting agenda and associated material, if any member believes Board consideration of a matter is premature, the member should notify the Chairman of the preference to postpone consideration of an item as soon as possible and preferably not later than 24 hours before the scheduled meeting.

- 2. Board Committees:** The CEAB may convene regular and/or ad hoc committees of members for the purpose of providing guidance to the SWG and/or to take other action as needed between regular CEAB meetings. Regular committees are constituted as the Board determines to be necessary and appropriate and generally relate to the CEAB's primary statutory responsibilities, such as regional system planning processes or the procurement plan. Committee action is reported to the Board at the next regularly scheduled meeting, or sooner if warranted. Such Committees will consist of less than a quorum of the Board's membership.

3. Standing Working Group. There is a CEAB Standing Working Group ("SWG").

- a. The SWG shall consist of the following: staff representatives of the Office of Policy and Management; the Department of Public Utility Control; the Department of Environmental Protection; the Office of Consumer Counsel; the Department of Transportation; the Department of Agriculture; and, two members of the CEAB who are not employees of a state agency. The latter are selected for a term of one year by the CEAB members not represented by state agency staff.
- b. The SWG executes and/or oversees the execution of work as directed by the CEAB and prepares and/or oversees the preparation of material for the CEAB's consideration, including supervision and management of work performed by consultants retained by the CEAB.
- c. In the regular course of business, members have notice of the work being undertaken by the SWG for subsequent consideration by the CEAB.

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Members may convey their views, preferences or concerns to the SWG at any time. To the extent the SWG work product submitted to the CEAB for its consideration does not reflect the views or preferences communicated to it by a member, the SWG will communicate that fact and its reasoning to the member so that the member may raise the issue for the CEAB's consideration.

- d. There shall be a Chairperson for the SWG. The SWG Chairperson shall be a state agency staff member appointed annually by the Chairperson of the Board.
4. **Consultant Management:** The CEAB retains consultants to provide various services to the Board. Unless otherwise established by action of the Board, all consultant contracts and work efforts will be managed by the Chairperson or his/her designee. To enable contract and cost management, a member who has an interest in particular services or analysis from CEAB consultant(s) should communicate such interest to the Chairman. Depending on the nature of the request (i.e., its relation to the contract and the cost implications), the Chairman may either approve the work request or bring the request to the attention of the Board for its consideration at its next regular meeting.
5. **Quorums:** At any meeting or conference call of CEAB members, there cannot be a quorum unless such meeting or conference call has been properly publicly noticed. To ensure that end, member attendance at meetings and participation in conference calls should be coordinated in advance by Gretchen Deans at CERC. In addition, Gretchen Deans will memorialize such attendance and participation to enable CEAB to maintain appropriate records.
6. **External Communications:** The CEAB regularly encourages external communications (i.e., communications to the CEAB from energy market participants or interested persons) to be submitted to the CEAB in care of Gretchen Deans at CERC. This enables proper distribution and timely responsiveness. To the extent a member receives communications or information intended for Board consideration or action, such information should be forwarded to Gretchen Deans at CERC upon receipt.
7. **Attorney General Consultation and Advise:** The CEAB has the benefit of counsel from the Attorney General's office. The CEAB regularly consults with the Attorney General's office on matters that require statutory interpretation or as otherwise necessary and appropriate. Additionally, the CEAB relies on the Attorney General's advice to ensure compliance with statutory requirements applicable to it, such as Connecticut's Freedom of Information Act. In the regular course of business, Board members will be notified when the Attorney General's office has been consulted, the advice and rationale. Any member who believes there is an issue about which the Attorney General's office counsel should be sought should alert the Chairman at any time.
8. **Travel Reimbursement:** CEAB members are entitled to reimbursement for mileage expenses incurred in connection with Board meetings. Members should submit necessary paperwork as required by the Office of Policy and Management, in compliance with State requirements.