

Virginia Energy Efficiency Council

Governance Board Position Adoption Guidelines

March 2013

Upon occasion, the Virginia Energy Efficiency Council (VAEEC) Governance Board (hereafter “the Board”) may be asked or may choose to comment on policies and decisions being pursued within the Commonwealth of Virginia affecting energy efficiency concerns. True to VAEEC’s values, vision, mission and by-laws, the Board has approved the following criteria and process for considering issues and approving position statements.

- **Qualified Issues for VAEEC Board Consideration:** The Board may consider any statewide, regional or national policies, recommendations or positions relevant to advancing energy efficiency in the Commonwealth of Virginia as long as they support VAEEC’s values, vision and mission as adopted by the Board and articulated as follows:
 - **VAEEC Values**
 - Virginia’s leading authority in the field of energy efficiency
 - Effective and results oriented
 - Ethical, have integrity, and act in a way that earns respect
 - Broad based and non-partisan
 - **VAEEC Vision**
 - Energy efficiency is a widely implemented resource providing cost effective solutions for Virginia.
 - **VAEEC Mission**
 - To assess and support programs, innovation, best practices and policies, which grow Virginia’s energy efficiency industry and to provide a forum for stakeholder interaction.
- **Parties To Present Issues and Positions:** Any interested party within the Commonwealth may request that a Board member present the issue, policy, recommendation or proposed statement for the Board’s consideration. The Board may hear directly from the interested party as long as a Board member has offered the introduction. The interested party will clearly identify their specific interests to the issue in question, including but not limited to any financial considerations.
- **Board Approval Requirement:** A majority vote of the Board members will suffice to pass a VAEEC position statement on a policy recommendation, except in cases where a rush decision is required (less than two (2) weeks), whereby a two-thirds

(2/3rds) vote will be required. The Board will strive to achieve unanimous consent for its positions, but realizes that some issues may prevent such concurrence.

- **Time Period:** Preferably, the Board should have at least two (2) weeks to consider an issue before being asked to reach agreement on a position statement. The Board will provide opportunity for the full VAEEC membership to weigh in, to the extent possible (see below). In the event that less time is available due to factors out of the control of the Board, a two-thirds (2/3rds) majority vote of the Board's membership will be needed for approval.
- **Presentation of Request:** Requests may be made via email or any other written communication vehicle. The request should include a clearly articulated description of the issue to be considered, relevant background on the issue (including appropriate official documentation), a strawman statement for the Board to consider, and any process considerations (including timing, filing requirements, etc.).
- **Eligible Voting Members:** All members of good standing with the VAEEC Governance Board may vote on the position statements adopted by the Board. In cases where there may be a conflict of interest for any Board member, the Board member will abstain from voting and the conflicting reasons will be so noted by the Board. Any abstaining member may have other reasons for not voting and may so note that for the record. Records will be kept within the minutes and notes of the Board.
- **Full VAEEC Membership Consideration:** A position statement may be voted on by the full VAEEC membership, but any position statement must first be reviewed and approved by the Board in advance of being placed in consideration for the full VAEEC membership. This will require ample notice and preparation depending on the timing and frequency of the VAEEC membership meetings. A member of good standing is defined in the VAEEC By-Laws.
- **Board Discretion:** The Board will review all issues that are presented as described in these guidelines and will have full discretion to decline to support or otherwise comment on issues that it believes would not be in the best interests of the VAEEC or energy efficiency policy in the Commonwealth.

Reviewed by VAEEC Board – February 14, 2013; Final approval – March 19, 2013.