



Committee and Work Group Policy Guidelines

This Committee and Work Group Policy Guidelines apply to all NERC standing committees, ad hoc committees, and work groups. These guidelines are used consistently across committees and work groups to support clear expectations and effective collaboration. All committees and work groups operate virtually unless otherwise specified. The guidelines are intended to support consistent, inclusive, and effective operations and are subject to NERC's policies and the direction of the Executive Director.

Role of the Committee and Work Group Chair

The Chair serves as the primary volunteer leader of the committee and/or work group and is responsible for guiding its work in alignment with the committee's and/or work group's mandate and NERC's strategic priorities, as directed by the Executive Director.

The Committee and Work Group Chair will:

- Facilitate all virtual meetings.
- Work closely with the NERC Staff to plan agendas, guide discussions, and ensure progress between meetings.
- Serve as the primary volunteer point of contact for the committee or work group.
- Review and approve meeting agendas and minutes (if applicable) prior to distribution.
- Support a collaborative, respectful, and productive meeting environment.
- Ensure discussions remain on topic and aligned with the committee's scope.
- Seek consensus where possible and ensure all members can participate.

If the Chair is unable to attend a meeting or fulfill their duties, the NERC committee or work group staff will support facilitation and continuity.

Committee or work group chairs do not speak to the media on behalf of NERC unless explicitly authorized by NERC staff.

Committee and Work Group Member Expectations

Employees of NERC State and Advisory Member organizations are eligible to participate in NERC committees and work groups. At least one representative from each organization is expected to attend the meetings. Committees meet a minimum of six (6) times per year. Work groups meet when needed.

Committee and work group members are expected to actively contribute to the work of the committee and/or work group and support its goals in a respectful, professional, and collaborative manner.

Committee and work group members are expected to:

- Actively participate in virtual meetings and related activities
- Review materials in advance of meetings
- Complete agreed-upon tasks and assignments in a timely manner
- Meet established deadlines
- Communicate promptly with the NERC Staff if unable to attend or participate
- Collaborate respectfully and constructively with other committee and/or work group members
- Treat all participants with respect and contribute to an inclusive, professional environment
- Engage constructively in discussions and differing viewpoints
- Avoid discriminatory, harassing, or inappropriate behavior
- Disclose any conflicts of interest
- Refrain from representing NERC publicly unless explicitly authorized
- Keep committee and work group meeting invitations, notes, recordings, and speaker presentations private and confidential, and not share them outside of the committee or work group

Suggestions regarding meeting guests, speakers, or topics should be directed to the committee or work group chair and NERC's committee or work group staff for consideration.

Concerns related to conduct or behavior should be reported to NERC's Executive Director.

Members who miss two consecutive meetings without prior communication may be asked to step down from the committee and/or work group.

Handouts for New Committee and Work Group Members

The following are the standard set of handouts that should be sent to all new committee members:

- Welcome Letter with Committee Description.
- Committee Policy Guideline.
- Virtual Calendar Series Invite.
- Committee One Drive Access.

Role of the NERC Committee and Work Group Staff

Each committee and work group is supported by NERC Staff, appointed by the Executive Director. The NERC Staff ensures continuity, alignment with NERC priorities, and administrative support.

The Committee and Work Group Staff will:

- Coordinate and schedule virtual meetings.
- Develop meeting agendas in collaboration with the Chair.
- Take or coordinate meeting minutes and distribute them in a timely manner.
- Serve as the primary administrative and communications contact for the committee or work group.
- Ensure alignment with NERC policies, priorities, and timelines.
- Support facilitation when needed, including serving as interim facilitator if the Chair is unavailable.
- Maintain committee and work group rosters and distribution lists.
- Provide orientation materials for new committee and work group members.

Any concerns regarding committee or work group operations or the NERC Staff role should be directed to the Executive Director.

Committee and Work Group Meetings (Virtual)

All committee and work group meetings are held virtually. Microsoft Teams will be used for meetings, Microsoft Groups with SharePoint and OneDrive for sharing documents.

Meeting best practices include:

- Starting and ending meetings on time.
- Using clear agendas with time allocations.
- Encouraging participation from all members.
- Summarizing decisions and action items at the end of each meeting.

Agendas and supporting materials should be shared in advance whenever possible.

Meeting Minutes (when applicable)

- The committee and/or work group staff is responsible for ensuring meeting minutes are taken.
- Minutes should be concise, accurate, and action oriented.
- Draft minutes will be shared with the Chair for review prior to distribution.
- Final minutes will be shared with the full committee and/or work group in a timely manner.

Committee and Work Group Communications

- The committee and/or work group staff maintains official rosters and email distribution lists.
- Any communications related to the committee and/or work group should include the NERC committee and/or work group staff.
- Updates to membership or contact information should be communicated promptly to staff.

Conflict of Interest

Committee and work group members must avoid real or perceived conflicts of interest and disclose any potential conflicts promptly. Members should recuse themselves from discussions or decisions where a conflict exists.

Antitrust Policy

NERC committees and work groups bring together participants from government, industry, and nonprofit organizations. All participants must comply with applicable antitrust and competition laws during committee and work group activities.

Discussions must not include agreements, understandings, or exchanges of information related to pricing, fees, costs, market allocation, bidding strategies, customer selection, production levels, or any other competitively sensitive information. Committee and work group meetings are intended solely for educational, informational, and collaborative purposes related to sustainable materials management policy, programs, and best practices.

If any discussion appears to raise antitrust concerns, participants should immediately stop the discussion and notify the committee or work group staff or the Executive Director. NERC reserves the right to intervene or end discussions to ensure compliance with antitrust laws.

Participation in NERC committees and work groups does not create any obligation or agreement among members beyond the scope of NERC's mission and activities.

Diversity and Inclusion

NERC values diverse perspectives and seeks balanced representation across sectors, geographies, and backgrounds. Committees and work groups are expected to support inclusive participation and respectful dialogue.

DE&I Mission Statement

NERC works to minimize waste, conserve natural resources, and advance a sustainable economy through facilitated collaboration and action. We are dedicated to representing our diverse world while fostering equitable access to effective sustainable materials management. We are committed to building a culture based on the values of equity, respect, accountability, and trust rooted in our organizational decision-making, programs and operations, and the communities we serve.

Oversight and Direction

All committees and work groups operate under the direction of NERC's Executive Director, who provides strategic guidance and final oversight. The Executive Director may provide directions, resolve issues, or adjust committee scope as needed to align with NERC's mission and priorities.

These guidelines are intended to support effective virtual collaboration and may be updated as needed to reflect evolving NERC practices.