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**MASSACHUSETTS ENERGY EFFICIENCY ADVISORY COUNCIL**  
**EXECUTIVE COMMITTEE CHARTER**  
**APPROVED BY THE EEAC AT ITS JANUARY 13, 2015 MEETING**

**I. Overall Role and Responsibilities**

As stated in General Laws Chapter 25 Section 22, “[t]he Council shall, as part of the approval process by the department, seek to maximize net economic benefits through energy efficiency and load management resources and to achieve energy, capacity, climate and environmental goals through a sustained and integrated statewide energy efficiency effort. The council shall review and approve demand resource program plans and budgets, work with program administrators in preparing energy resource assessments, determine the economic, system reliability, climate and air quality benefits of efficiency and load management resources, conduct and recommend relevant research, and recommend long term efficiency and load management goals to maximize economic savings and achieve environmental goals. Approval of efficiency and demand resource plans and budgets shall require a two-thirds majority vote.”

The Executive Committee, as a subcommittee of the Council, will provide a mechanism for Council members to engage within the limits set by the Council by-laws and the overall statutory framework of the Green Communities Act on consultant oversight and other matters described below.

It will be the responsibility of the Executive Committee to engage and manage consultants and professional services as necessary and appropriate to fulfill its purposes in accordance with General Laws Chapter 25, Section 22(c).

The Executive Committee will work to appropriately address minor concerns should they arise.

**II. Responsibilities**

- Manage Council Consultants; procurement, compensation and general oversight and address operational administrative matters regarding Council consultant.
- Identify ways to enhance efficiencies in the Council’s activities.
- Act as a sounding board for Council on emerging issues and initiatives.
- Make recommendations and report to the full Council on actions and activities of the Committee.

**III. Meetings**

The Executive Committee will meet as needed.

Meetings shall adhere to the requirement of the Open Meetings Law, including the requirements that notice of a meeting be filed with the Secretary of State and a copy of the

notice be posted in the Executive Office for Administration and Finance at least 48 hours before the meeting.

An agenda of the specific items to be reviewed at any Executive Committee meeting will be circulated in advance to all Council members (voting and non-voting) as early as is reasonably practical in the circumstances.

#### **IV. Members**

The Executive Committee is comprised of the following members.

1. Five Voting Councilors:
  - a. DOER, acting as the Council Chair
  - b. Attorney General
  - c. Councilor representing the environmental community
  - d. Councilor representing the residential including the low-income sector
  - e. Councilor representing the commercial and industrial sector
2. One ex-officio representative of the Program Administrators

The Executive Committee will provide opportunities in its meetings for other Council members who are not also members of the Executive Committee to express their views on the topics the Executive Committee is considering.

#### **V. Member Nominations and Term Limits**

Members (a) and (b) above shall maintain their position on the Executive Committee without nominations or voting.

Potential members that represent (c), (d), and (e) above may self-nominate or be nominated by another Voting Councilor. The Council shall vote to select each member in accordance with Articles 7 and 8 of the Council By-laws. Once elected, members serve a two-year term. There are no limits to how many consecutive terms a member serves.