

Massachusetts Energy Efficiency Advisory Council
Executive Committee Charter – DRAFT

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.

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.

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.

Voting Council members of the Executive Committee may meet in executive session to review applicable topics (for example, confidential bid pricing information) when appropriate under the Open Meeting Law.

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.

Members

The four member Executive Committee is comprised of representatives from the DOER, acting as the Council Chair, the Attorney General, the low-income weatherization and fuel assistance program network, and the environmental community. Consistent with section 5.05 of the Council by-laws, the Executive Committee will provide opportunities in its meetings for the Program Administrators and other Council members who are not also members of the Executive Committee to express their views on the topics the Executive Committee considers.