



UP Energy Task Force Governance Procedures

ARTICLE I – PUBLIC MEETINGS

Section 1: Regular Meetings

Regular meetings of the UP Energy Task Force (Task Force) may be held quarterly, or as needed, for the transaction of business as may be brought before the Task Force. Business that the Task Force may perform shall be conducted at a public meeting of the committee held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

Section 2: Special Meetings

Special meetings of the Task Force may be called at any time by the Chairperson. A special meeting is any meeting held outside of the regularly scheduled quarterly meetings. All members of the Task Force shall be notified of special meetings at least ten (10) days before the date of the meeting. The reason for the meeting shall be stated and the Task Force shall discuss only the business stated.

Section 3: Public Meetings and Records

All meetings and records of the Task Force shall be open to the public. The official records of the Task Force shall be kept by and at the offices of the Department of Environment, Great Lakes, and Energy (EGLE). A writing prepared, owned, used in the possession of or retained by the Task Force in the performance of an official function is subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

Section 4: Public Appearance

All persons wishing to address the Task Force must declare their intent by completing a **Public Appearance Card** prior to, or during the Public Appearance portion of the meeting. Persons addressing the Task Force will be requested to identify their name, address and the organization they belong to, if any. In those instances, in which a person is representing an organization, the presenter should indicate whether their comments represent the official views of the organization. Persons contacting the staff assistant on or before the Friday preceding the meeting will be allowed five (5) minutes for their presentation. Persons signing up after the Friday preceding the meeting will be allowed up to three (3) minutes at the discretion of the Chairperson. The Public Appearance segment of the meeting will last until closed by the Chairperson or by vote of the Task Force.

Section 5: Public Notices of Meetings

The Task Force, at its last regularly scheduled meeting of the calendar year, shall adopt a meeting schedule for the following calendar year. Public notice of the annual meeting schedule of regular meetings shall show the regular dates and times for the meetings and the place at which the meetings will be held. Public notice for all regular and special meetings shall be given by posting a copy of the notice on the Department of Environment, Great Lakes, and Energy calendar and website. Agendas for regular meetings shall be posted on the website no later than ten (10) days prior to the meeting. Agendas for special meetings shall be posted on the website no later than seven (7) days prior to the meeting.

Section 6: Quorum

Fifty-one percent (51%) or more members of the Task Force shall constitute a quorum at any regular or special meeting for the purpose of transacting business of the Task Force.

Section 7: Voting

The Chairperson may call for a vote of the Task Force. All voting shall be by a voice vote. A majority vote of the remaining members will bind. All votes shall be recorded and reflected in the minutes.

Section 8: Delegation of Appointment

Members of the Executive branch may assign a designee to attend and vote at the meeting on their behalf. The designee must be designated on a form provided by EGLE. Any change must be made at least ten (10) days prior to the meeting.

Section 9: Vacancy

A vacancy on the Task Force occurring other than by expiration of a term shall be filled by the Governor in the same manner as the original appointment for the balance of the unexpired term. A vacancy shall not affect the power of the remaining members to exercise the duties of the Task Force.

Section 10: Parliamentary Authority

All meetings shall be governed by any statute pertinent to this Task Force, and using simplified **Robert's Rules of Order** in all cases where they are applicable, and in which they are not inconsistent with these **Rules of Procedure** and any special rules of order the Task Force may adopt. Those being: **Motion, Amendment, Amending the Amendment, Substitute Motion, Speaking on Motions or Amendments, End Debate, Table, Point of Information, Point of Order or Appeal from Chair.**

Section 11: Agenda

The agenda for each regular meeting shall be prepared by the Task Force's Staff Assistant, in consultation with the Chairperson, on the basis of all materials received by the staff assistant, either written or oral, fourteen (14) days before convening of the next regular meeting and published not less than seven (7) days prior to, or immediately upon, preparation of same. An agenda for special meetings shall be prepared and sent to Task Force Members with the notification of the meeting.

Section 12: Recording the Proceedings

The Task Force's Staff Assistant shall be responsible for recording and preparing the minutes of each regular and special Task Force meeting. The minutes shall be in the form of summary, except motions and resolutions of the Task Force.

ARTICLE II - OFFICERS

Section 1: Chairperson

The Officers of the Task Force shall consist of a Chairperson, a Vice-Chairperson, and a Secretary. The Governor shall designate a member of the Task Force to serve as the Chairperson of the Task Force at the pleasure of the Governor.

Section 2: Chairperson Duties

The Chairperson shall normally represent the Task Force at such official functions as the Task Force shall specify. The Chairperson shall be charged with the responsibility of calling for such regular and special meetings of the Task Force, as are necessary, to enable the Task Force to carry out its assigned duties and responsibilities. The Chairperson shall preside over all such meetings and shall be entitled to vote on any matter the same as any other Task Force member. The Chairperson will rotate hosting each meeting.

Section 3: Vice-Chairperson Duties

The Vice-Chairperson shall be vested with all the powers and shall perform all the duties of the Chairperson during the absence of the latter. The Vice-Chairperson shall:

- a. Perform the duties of the Chairperson in the absence or inability of that officer to serve and represent the Chairperson when requested.

Section 2: Secretary Duties

The Secretary shall attend all meetings of the Task Force and, with staff assistance, will act as a clerk thereof.

The Secretary shall, with assistance from staff:

- a. Record all votes in accordance with Article I, Section 7.
- b. Review meeting minutes for accuracy and perform any necessary edits.
- c. Send approved minutes and other meeting materials to members of the Task Force.
- d. Perform all official correspondence from the Task Force as may be prescribed by the Task Force or the Chairperson.

ARTICLE III – DUTIES OF THE MEMBERS OF THE TASK FORCE

Section 1: Task Force Duties

The Task Force shall advise the Governor on the overall energy needs of the UP including how they are currently being met, alternative solutions for meeting the UP's energy needs, with a focus on security, reliability, affordability, and environmental soundness, identify and evaluate potential changes that could occur to energy supply and distribution in the UP and the response to meeting the UP's energy needs in response to these changes. In addition, the Task Force shall advise on statutory, regulatory, and contractual implementation of the Michigan UP Energy Task Force Report including a propane plan, as well as review information submitted to the state in response to the Michigan UP Energy Task Force Report. The Task Force may perform additional related duties as provided by Executive Order No. 2019-14, other law, or as requested by the Director of EGLE or the Governor.

The Task Force may establish Task Force workgroups as considered necessary to assist in performing the duties and responsibilities of the Task Force. The Task Force may hire or retain contractors, subcontractors, Task Force, consultants, and agents and may make and enter into contracts necessary or incidental to the exercise of the powers of the Task Force and the performance of its duties as the Director of EGLE considers advisable and necessary, in accordance with state statute, and the rules and procedures of the Civil Service Commission and the Department of Technology, Management, and Budget (DTMB), subject to available funding. The Task Force may accept donations of labor, services, or other things of value from any public or private agency or person. Members of the Task Force shall refer all legal, legislative, and media contacts to EGLE.

Section 2: Staff Support and Budget

The Task Force shall be staffed and assisted by personnel from EGLE, subject to available funding. Any budgeting, procurement, or related management functions of the Task Force shall be performed under the direction and supervision of the Director of EGLE.

Section 3: Compensation

Members of the Task Force shall serve without compensation. Members of the Task Force may receive reimbursement for necessary travel and expenses consistent with state statutes and the rules and procedures of the Civil Service Commission and the DTMB, subject to available funding. All requests by Task Force members for reimbursement of expenses for Task Force related activities (except regular and special meetings) shall be made to the staff assistant, in writing, within fourteen (14) days of travel. Travel expenses include mileage, meals and hotel accommodations which will be reimbursed at the DTMB set rate.

ARTICLE IV – AMENDMENTS

This **Rules of Procedure**, in all or in part, may be amended by a concurring vote of two-thirds of the Task Force membership made at any regular or special meeting, provided that the proposed amendment is provided in writing with the agenda for that meeting.

ARTICLE V – TASK FORCE WORKGROUPS AND SUBCOMMITTEES

Section 1: Rules of Procedure

Articles I and II of the Rules of Procedure for the Michigan UP Energy Task Force shall apply to all Task Force Workgroups and Subcommittees of the Task Force.

Section 2: Vice-Chairperson and Other Officers

The Vice-Chairperson and other Officers of the Task Force Workgroups shall be appointed by the Chairperson of the Task Force.

Section 3: Vacancy

A vacancy on the Task Force Workgroup or Subcommittee occurring other than by expiration of a term shall be filled by the same manner as the original appointment for the balance of the unexpired term. A vacancy shall not affect the power of the remaining members to exercise the duties of the Task Force Workgroup or Subcommittee.

Section 4: Reports and Plans

The Task Force Workgroups and Subcommittees shall provide meeting updates, reports, and plans to the Task Force to assist in performing the duties and responsibilities of the Task Force.

Section 5: Duties of the Members

Members of the Task Force Workgroups and Subcommittees shall refer all legal, legislative, and media contacts to EGLE. The Task Force Workgroups and Subcommittees shall make recommendations to the Task Force and the Governor on implementation of EO 2019-14.

ARTICLE VI- DISSOLVEMENT OF THE TASK FORCE

The Task Force shall dissolve ninety days after issuance of its final report as provided in EO 2019-14.

Approved at the UP Energy Task Force Meeting on August 5, 2019