

Adopted: February 11, 1977  
Amended: September 11, 1985  
Amended: April 11, 2001

## **BYLAWS**

### **ENERGY POLICY ADVISORY COMMITTEE**

#### **ARTICLE I - NAME**

The name of this Committee is the Energy Policy Advisory Committee (EPAC).

#### **ARTICLE II - AUTHORITY**

The authority of the EPAC derives from Resolution R2-74 adopted January 9, 1974, Resolution 1-74 adopted on February 11, 1977, Resolution 33-85 adopted September 11, 1985, and Resolution 9-01 adopted on April 11, 2001 by the Board of Directors of the Metropolitan Washington Council of Governments.

#### **ARTICLE III - PURPOSE AND MISSION**

The Committee's purpose shall be to collect and analyze pertinent energy data, monitor and periodically report to the Chief Administrative Officers and the COG Board on energy trends and developments, with special emphasis on issues that are emerging out of electricity deregulation. The Committee shall report through the CAO's Committee who will, in turn, keep the Board informed on energy matters addressed by the Committee.

#### **ARTICLE IV – COMMITTEE FUNCTIONS**

The Committee shall be responsible for carrying out the following objectives:

1. To assess periodically the energy supply and conservation situation in the Washington region having in mind the need for a comprehensive and balanced view of the whole region;
2. To assure regional coordination of energy programs and activities of the metropolitan area local governments so as to provide maximum equity in such programs;
3. To provide a regional liaison for use by local, State, Federal and other regional agencies concerned with energy;
4. To advise the local and State governments on energy problems and to make suggestions that will be useful to them;

5. To help in keeping the public informed regarding the energy situation;
6. To cooperate with quasi-public and private agencies and other groups in the region concerned with energy;
7. To cooperate with other Council of Governments' policy and technical committees;
8. From time to time to recommend appropriate specific technological, political, economic and social actions to the CAOs to relieve the energy problem; and
9. To work toward preparation of a coherent set of energy policies for the region.

## **ARTICLE IV - MEMBERSHIP AND TERMS**

### **COG Voting Member Jurisdictions:**

The Committee shall consist of one member each from COG member governments, plus one member each from the Maryland, Virginia, and District of Columbia energy offices.

Each member shall have the privilege of appointing as alternate who may exercise all the rights, privileges, and duties of the member, on behalf of the member in his absence.

Any member (or alternate) who is absent without excuse for the consecutive meetings shall be dropped from the membership, and a replacement requested.

**Industry and Other Non-Voting Members:** It is recognized that energy providers and other industry sector interests will be impacted by the Committee's activities. The energy providers and relevant interest groups should be heard and should contribute to the Committee's work. To that end, they shall be non-voting members.

## **ARTICLE VI - OFFICERS**

Officers of the Committee shall consist of a Chair and two Vice Chairs appointed by the CAOs.

### Duties of Officers

The Chair of the Committee shall preside at all meetings and appoint all subcommittees, and shall perform such other duties as the Committee may from time to time decide.

The Vice Chairs shall preside at meetings in the absence of the Chairman, shall assist the Chairs, and shall act in the absence of the Chair.

## **ARTICLE VII - MEETINGS**

### Section 1. Regular Meetings

Meetings shall be held bi-monthly. There shall be a minimum of six meetings per year.

### Section 2. Special Meetings

Special meetings of the Committee may be called on three days notice to each Committee member and alternate. Special meetings shall be called by the Chairman on like notice on the written request of three Committee members. The notice of all special meetings of the Committee shall include the written statement of the purpose or purposes of the special meeting.

### Section 3. Quorum

1. A quorum shall be required for formal actions of the Committee. A quorum shall not be required to hold a meeting for the purpose of accepting reports, information, or discussing the business of the Committee.
2. A quorum shall be defined as follows: A majority (50% +1) of all eligible voting members present in person or by teleconference constitute a quorum. Failing a quorum, the Chair may submit the question to non-present members electronically, together with a brief context of the proposed vote and any written back-up material furnished the present members. Non-present members shall have one week to register a vote, by return email, to the Chair, with a copy to relevant COG staff. After expiration of a week, if there is less than a quorum of votes cast, with a majority of affirmative votes, the matter will be deemed to have failed.

### Section 4. Voting

When a quorum of the Committee is present at any meeting, the vote of a majority of the Committee members present shall decide.

The Chair has the right to vote on any matters before the Committee.

## **ARTICLE VII - AMENDMENTS TO BYLAWS**

These bylaws may be amended pursuant to the following procedure:

1. A proposal to amend the Bylaws introduced at any regular meeting of the Committee, shall be recorded in the minutes; and
2. A special written notice setting forth such proposal shall be mailed to every member of the Committee at least ten (10) days before the next regular meeting.

The amendment shall be acted upon at the regular meeting next following the meeting at which it was proposed. A majority vote of the members of the Committee shall be required for adoption.