

**Rules of Governance of the New Hampshire Electric
Assistance Program Advisory Board**
[Adopted April 25, 2003]

- Meetings of the Advisory Board are public meetings.
- A quorum shall be required for making decisions. A quorum is defined as a majority of the membership of the Advisory Board, or six members of the eleven member Board. The membership of the Board is listed on Appendix A, attached hereto.
- Minutes shall be taken at each meeting of the Advisory Board. The Minutes shall be distributed to all Advisory Board members prior to the next Advisory Board meeting. Minutes may be distributed via e-mail. Where possible, the Minutes shall include a tentative agenda for the following meeting.
- An agenda shall be sent to all Advisory Board members prior to each meeting. The member responsible for distributing the Minutes is responsible for distributing the agenda.
- Advisory Board members shall assume responsibility for taking Minutes of meetings on a rotating basis, in a manner to be decided upon by the Advisory Board.
- The Minutes shall contain the agreed upon language of each significant decision made by the Advisory Board. The Advisory Board shall determine when a significant decision has been made for purposes of recitation of the decision in the Minutes.
- Decisions will be made by consensus; consensus shall mean that everyone is at least "willing to live with a decision."
- If unable to consent, a member will be expected to explain why and try to offer a positive alternative.
- Members are responsible for voicing their objections and concerns, and silence will be considered consent.
- Members absent from a particular meeting are assumed to consent to decisions made at that meeting (as described in the Minutes), unless they register a dissent prior to or at the following meeting.
- The member preparing the Minutes and agenda shall note in the Minutes and agenda when major decisions are expected to be made at a subsequent meeting, when known.
- When consensus cannot be reached, the Minutes shall include a summary of areas of consensus, areas of disagreement, a description of the proposed alternatives and identify the parties subscribing to each of the alternatives.

- When a report is submitted to the Commission by the Advisory Board, the report shall include the recommendations of the Advisory Board, areas of consensus, areas of disagreement, a description of proposed alternatives and identify the parties subscribing to each of the alternatives.
- No member shall speak on behalf of the Advisory Board or its members without prior approval of the Advisory Board. To "speak on behalf of" means advocacy, policy recommendations, or stating positions and answering questions with respect to matters on which the Advisory Board has not taken a formal position or made a decision.
- Any new member appointed to the Advisory Board must agree to accept and abide by these Rules of Governance and all prior decisions of the Advisory Board. However, a new member may reopen discussion of these Rules and prior decisions with the consent of the Advisory Board. A "new member" means either a new organization approved by the Commission or a new representative from an existing Advisory Board member organization.
- All representatives of each Advisory Board member organization may participate in Advisory Board discussions, however, only one representative of each Advisory Board member shall participate in formal Advisory Board decisions on behalf of that member.

APPENDIX A

EAP Advisory Board Members

- Commission Staff
- Governor's Office of Energy and Community Services or its successor entity
- Office of Consumer Advocate
- New Hampshire Legal Assistance (on behalf of client)
- New Hampshire Municipal Association Local Welfare Administrators Association
- Liberty Utilities
- New Hampshire Electrical Cooperative
- Eversource
- Unitil
- Community Action Association (Belknap-Merrimack County)