

Technical Advisory Committee Charter

PURPOSE STATEMENT

Purpose. The purpose of the Technical Advisory Committee (TAC) is to advise SPLC staff and Board on technical aspects of the Council's programs and work products. At the request of the SPLC Board, the TAC also provides review and oversight for the work of Technical Advisory Groups (TAGs).

The Technical Advisory Committee advises on the following:

- Creation of Technical Advisory Groups (TAGs) to develop the various work products of the Council
- Questions and decisions related to the technical content of SPLC program activities and work products, including, e.g.: spend analysis handbook, sector specific guidance, action planning guide, and landscape scan;
- Development and maintenance of SPLC's rating system
- The preservation of the integrity and use of a consensus-based development process for the rating system in accordance with SPLC's mission and Principles.

Activities. In 2014, the TAC's activities will include the following:

1. Formalize the rating system format and structure;
2. Determine a weightings methodology for rating system point allocation;
3. Recommend priority rating system categories to be addressed by TAGs;
4. Review TAG proposals;
5. Propose a pilot process for Rating System v1.0;
6. Evaluate market feedback from rating system pilot participants;
7. Provide feedback on other work products, as requested by SPLC staff, Board, or Executive Committee. These work products include, but are not limited to, spend analysis handbook, sector specific guidance, action planning guide, landscape scan, or others [identified by the Council](#).

Selection Process. *The Expression of Interest Period for the Technical Advisory Committee will be held from February 17th – March 31st, 2014.* Any interested Member representative must apply online during the specified timeframe. A link to the application will be distributed and available on the SPLC's website. All applicants will be notified of their standing once nominees have been reviewed and approved by the Executive Committee of the SPLC Board of Directors.

Size. The group is expected to have anywhere from 9-18 members; its initial size will be determined by the applicant pool and, if necessary, recruitment for additional members and expertise areas will be ongoing.

Staff Lead. Christina Macken will serve as the staff lead.

Policies. This Charter, the SPLC Bylaws, and the Membership and Operating Policies and Procedures govern the Technical Advisory Committee

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Future charters will simply reference the a future version of the SPLC Operating Policies and Procedures once it is approved by the SPLC Board of Directors, and need not provide the information that follows.

Eligibility. All Committee and Working Group members must be employees of SPLC member companies in good standing, except where noted otherwise.

Appointments. The Technical Advisory Committee is formed through appointment, recommended by SPLC staff and subject to approval by the Executive Committee of the Board of Directors.

Representatives. Member representatives of the Technical Advisory Committee may serve Purchasers, Suppliers, or Public Interest Advocates, based on their role in the SPLC. No more than one representative from a Member Company may serve on the same Committee and Working Group at any given time.

Composition. The membership of the Technical Advisory Committee shall be balanced and representative of the appropriate expertise areas necessary to complete its work.

Terms. Technical Advisory Committee member terms shall be one year, with the ability to serve up to three consecutive terms. After three consecutive one-year terms, Technical Advisory Committee members must take a two-year hiatus before they may be considered for service on this committee.

Officer Terms. Chairs and Vice-Chairs of the Technical Advisory Committee may serve in a leadership role for a maximum of two terms and are eligible for a fourth term of service if the fourth term is in a leadership role.

Quorum. A quorum shall be present in order for the Technical Advisory Committee to conduct official business. A simple majority, and at least one participant from each Member Role, constitutes quorum.

Equal Voice. Equal time shall be implemented to allow balanced representation for each of the Member Roles. Equal representation is achieved through role-based proportional voting, described elsewhere.

Voting. Voting may take place in person, via telephone, videoconference, U.S. Mail, or electronically. All votes taken outside of an official Technical Advisory Committee meeting shall be recorded and reflected in the subsequent meeting minutes.

Role-based Proportional Voting. In order for the Technical Advisory Committee to approve a recommendation, a simple majority affirmative vote is required. In cases where not all of the representatives of a Member Role cast the same vote,

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the total vote for that Member Role will be divided proportional to the number of votes cast in each direction.

Proxy Voting. Proxy voting (i.e. by another member from the Committee or Working Group member's company) is not allowed.

Attendance. Technical Advisory Committee members are expected to maintain an attendance rate of at least two-thirds of scheduled meetings, assessed quarterly. If a member fails to maintain the attendance minimum, they will lose voting privileges and not count toward quorum until compliance with the attendance policy is demonstrated.

Vacancies. The Executive Committee of the Board of Directors approves substitutes for all vacancies through appointment.

Guests. Member or non-members guests may join a Technical Advisory Committee meeting if their expertise is relevant to a particular discussion, at the discretion of the staff lead. Guests shall vote and do not count toward quorum.

Member Discharge. Members may be discharged from the Technical Advisory Committee by the Executive Committee of the Board of Directors, with or without cause. Cause may be the result of, but not limited to, violation of any SPLC policy, missing more than one-third of meetings (phone or in person) over the course of a term, misconduct, and no longer being employed by an SPLC member company.