

Bylaws of The Minneapolis Clean Energy Partnership Board

Section 1: Purpose and Name

On October 17, 2014 the Minneapolis City Council passed unanimously new franchise and Clean Energy agreements with CenterPoint Energy and Xcel Energy. These agreements commit the City and utilities to jointly and cooperatively to study, prioritize, plan, coordinate, implement, market, track, and report progress on clean energy activities in the City in support of the City's Climate Action Plan and 2040 Energy Vision. The Clean Energy Agreements also commit the parties to the formation of a Clean Energy Partnership (CEP) Board that will oversee and direct this work.

Section 2: Membership

The CEP Board shall consist of an equal number of senior officials from Xcel Energy and CenterPoint Energy, and City representatives equal to the total number of utility appointees. The City appointees shall include the Mayor, two city council members and the City Coordinator.

Section 3: Officers

The Chair and Vice-Chair shall be elected within the CEP Board by a majority vote of members present at a meeting. The election shall be held no later than second (2nd) meeting of the calendar year. Officers shall serve one-year terms.

Section 4: Resignation

Members should communicate their intention to resign by written notice to the CEP Board chair.

Section 5: Meetings

- A. The Board shall meet at least quarterly. A schedule for regular meetings stating the dates, times and locations shall be adopted no later than the second (2nd) meeting of the calendar year.
- B. A majority (five) of the Board members shall constitute a quorum of the full membership for the conduct of Board business. If a quorum exists to start a meeting a quorum is deemed to exist until the meeting is adjourned.
- C. In lieu of meetings, approving specific documents can be accomplished by a quorum of the members of the Board by using e-mails and other electronic means available. The chair shall initiate voting, and all board members must be copied on electronic communication related to the vote.
- D. Members are expected to attend all meetings. In the event that a member cannot attend, a designee may attend in their place with prior notice being given to the CEP Board chair. The designee will hold the same privileges as the board member they are representing.



Section 6: Conduct of Business

Each Board member is allowed one vote for the regular conduct of business. Voting and motions will be by voice, except when business must be conducted electronically (see Section 5, item D).

Section 7: Publications/Correspondence Representing the CEP Board

Publication and distribution of any Board documents/positions must be duly adopted by a quorum of the Board. Board members are not prevented from distributing surveys, letters, or other communications regarding Board business provided such communications do not appear to be the official position of the Board.

Section 8: Planning Team

Appropriate staff selected by each member entity shall constitute the Planning Team. The Planning Team shall provide support in preparation for CEP Board meetings, facilitate the meetings of the Energy Vision Advisory Committee, provide background information, recommend actions for the Board’s consideration, and ensure Board members have the resources and information necessary to conduct the business of the CEP Board.

Section 9: Amendments

Bylaws can be amended by a vote of six members present at any regular meeting of the Board provided quorum is met. Written notice must be provided to Board members 10 days in advance of the impending vote, setting forth in detail the contents of the proposed amendment.

Approved: _____

Chairperson

Date: _____

