

# **PROGRAM PLANNING COMMITTEE CHARTER**

**Established September 20, 1983**

## **Purposes**

Pursuant to Article V, Section 5 of the Authority's By-Laws, the purposes of the Committee are to: review the annual updating of the Authority's Strategic Outlook; review the portions of the Authority's annual budget related to the energy research and innovation, market development, clean energy financing, and other related programs and initiatives; provide guidance to the Authority's officers and employees with respect to program planning; and shall consider such other matters related to the Authority's innovation, market development, clean energy financing, and other related programs and initiatives as the officers of the Authority may refer to the Committee.

## **Powers of the Committee**

The Committee will:

- review the annual update of the Authority's Strategic Outlook;
- review the portions of the Authority's annual budget related to innovation, market development, clean energy financing, and other related programs and initiatives;
- review the Authority's activities relative to the State's progress towards advancing the goals of the Climate Leadership and Community Protection Act of 2019 ("Climate Act
- consider such other matters related to the Authority's innovation, market development, clean energy financing, and other related programs and initiatives as the officers of the Authority may refer to the Committee; and
- meet with and request information from Authority staff as necessary.

The Committee shall have sufficient resources to carry out its duties.

## **Composition and Selection**

The Committee shall be established as set forth in and pursuant to Article V, Section 5 of the Authority's By-Laws. The Committee shall be a standing advisory committee of the Authority. The Committee shall have not fewer than three nor more than ten Members, who shall be elected from among the Members of the Authority other than the Chair. A majority of these committee members shall be other than Members of the Authority who serve ex-officio. In addition, the membership of the Committee shall include the Chair of the Authority, who shall serve ex-officio

and who shall enjoy all the rights and privileges of membership, including the right to vote. A majority of the members of the Committee then in office, not including the Chair, gathered together in the presence of each other or through the use of videoconferencing, shall constitute a quorum, and the Chair of the Authority if present shall be counted toward a quorum.

The Members of the Authority will appoint the Chair of the Committee.

### **Meetings**

The Committee will meet, as necessary, and special meetings may be called in accordance with the By-laws. Members of the Committee are expected to attend each committee meeting, in person or by video conference. The Committee may invite other individuals to attend meetings and provide pertinent information, as necessary.

Notices of meetings will be prepared in accordance with the By-Laws and agendas and briefing materials will be prepared and provided to the Committee members. To the extent practicable, briefing materials will be provided to the Committee members not less than 5 business days prior to each meeting. Minutes of each meeting will be maintained in a central location at the Authority's principal office.

Meetings shall be conducted in accordance with the open meetings law.

### **Responsibilities**

The Committee will be responsible for reporting to the Members on significant and material matters related to: (a) the annual updating of the Authority's Strategic Outlook; (b) the portions of the Authority's annual budget related to innovation, market development, clean energy financing, and other related programs and initiatives; (c) such other matters related to the Authority's innovation, market development, clean energy financing, and other related programs and initiatives as the officers of the Authority may refer to the Committee. In furtherance thereof, the Committee will undertake the following, with an emphasis on reviewing consistency with, and contribution towards, advancing the State's goals set forth in the Climate Act:

*Review the annual update of the Strategic Outlook.* The Committee will:

- review a draft of the Strategic Outlook document; and
- recommend such revisions to the process and document as the Members deem necessary.

*Review the portions of the Authority's annual budget related to* innovation, market

development, clean energy financing, and other related programs and initiatives. The Committee will:

- review drafts of the annual spending plan and the annual operating budget with respect to the program areas within its jurisdiction;
- recommend such revisions to these documents as the Members deem necessary;
- review any proposed revisions by the Officers to the operating budget with respect to the program areas within its jurisdiction.

Provide guidance related to program planning. The Committee will:

- receive reports from Authority staff concerning progress in the various program areas within its jurisdiction;
- make such recommendations with respect to program direction and planning as the Members deem necessary.

Consider such other matters related to the Authority's programs within its jurisdiction as the officers of the Authority may refer to the Committee. The Committee will:

- receive reports on any other matters with respect to the program areas within its jurisdiction as the officers of the Authority may refer to the Committee and make such recommendations on such matters as the Members deem necessary.