



<b>Document name</b>	<b>PLANNING COORDINATION COMMITTEE CHARTER</b>
Category	<input type="checkbox"/> Regional Reliability Standard <input type="checkbox"/> Regional Criteria <input type="checkbox"/> Policy <input type="checkbox"/> Guideline <input type="checkbox"/> Report or other <input checked="" type="checkbox"/> Charter
Document date	10/13/2011
Adopted/approved by	Board of Directors
Date adopted/approved	12/1/2011
Custodian (entity responsible for maintenance and upkeep)	Planning Coordination Committee
Stored/filed	Physical location: Web URL:
Previous name/number	(if any)
Status	<input checked="" type="checkbox"/> in effect <input type="checkbox"/> usable, minor formatting/editing required <input type="checkbox"/> modification needed <input type="checkbox"/> superseded by _____ <input type="checkbox"/> other _____ <input type="checkbox"/> obsolete/archived)



CHARTER  
WECC PLANNING COORDINATION COMMITTEE

Revised 10/13/2011

Establishment and Authority

The Planning Coordination Committee (PCC) is a member committee established under the Bylaws of the Western Electricity Coordinating Council (WECC).

Purpose/Responsibilities

The purpose of the PCC is to advise and make recommendations to the WECC Board of Directors (Board) on all matters within the jurisdiction of WECC that pertain to maintaining the reliability of the Western Interconnection through evaluating

- potential future generation and load balance (two years or greater time frame); and
- adequacy of the physical infrastructure of the interconnected Bulk Electric System.

The PCC shall:

- a. Recommend criteria for the guidance of the members, subject to Board approval, for adequacy of power supply and for such elements of system design that affect the reliability of the Western Interconnection.
- b. Accumulate steady-state and dynamic planning data for modeling, and perform studies of the interconnected systems as necessary to determine the reliability of the future Western Interconnection.
- c. Evaluate proposed additions or alterations to the Western Interconnection in relation to NERC Reliability Standards and WECC Reliability Criteria.
- d. Identify the types and investigate the impact of delay on the timing and availability of power generation and transmission facilities.
- e. Review reports and recommendations prepared by PCC subcommittees and others concerning reliability and the adequacy of power supply, and forward comments and/or recommendations to the Board in a timely manner.

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- f. Prepare appropriate reports and maps of planning information for governmental regulatory agencies, reliability councils, and others as required.
  - g. Coordinate with WECC staff other WECC committees, their subgroups, subregional planning groups, and others (as needed) for technical support, policy and process coordination, data collection, model validation, and study completion. Provide information regarding the PCC's studies, analyses, and processes to the WECC membership.

## Committee Composition and Governance

### **1. Membership**

- a. The PCC shall be comprised of designated representatives of WECC members.
- b. Each WECC member shall be entitled to designate one representative, of its selection, for the committee in accordance with *WECC Bylaws, Section 8.5.4*.
- c. If a WECC member has functionally separate Transmission Provider and Transmission Customer interests, the member can designate one representative for each interest (each representative having one vote) in accordance with *WECC Bylaws, Section 8.5.4.1*.
- d. Alternate representatives may be designated by the WECC member representative in advance of a meeting, in accordance with applicable policies.
- e. Each committee member will have one vote, in accordance with *WECC Bylaws, Section 8.5.5.2*.

### **2. Leadership**

- a. The Board shall appoint one committee member to serve as chair and one to serve as vice chair, in accordance with *WECC Bylaws, Section 8.5.3*.
- b. The chair shall appoint a secretary who need not be a committee member.
- c. The chair and vice chair shall each hold office for a term of two years, or until a successor chair or vice chair is duly appointed.
- d. The chair shall manage the committee and its meetings.
- e. The vice chair shall perform the duties of the chair in the chair's absence, in the event of a vacancy in the office of the chair, or in the event that the chair must step aside to present a particular matter to the committee.
- f. The secretary shall prepare minutes of meetings for the committee's approval.
- g. The chair shall have the option of creating a Steering Committee. The PCC chair shall appoint the Steering Committee members and shall include the committee's chair, vice chair, subcommittee chairs; and may include the immediate past chair or other members. The Steering Committee shall assist with meeting agendas, action recommendations, and presentation of proposals for budgeting and such actions as it deems appropriate to the committee.

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- h. The PCC may establish such subcommittees and work groups to carry out duties and responsibilities within the scope of the committee, in accordance with *WECC Bylaws, Section 8.5.2*. The chair shall appoint subcommittee chairs and may consult with the immediate past subcommittee chairs, WECC staff, and others.

### **3. Meetings**

- a. The committee shall meet as often as required to carry out its responsibilities, but not less than twice each year. A notice and agenda of each meeting, stating the time and place, shall be posted on the WECC website and communicated electronically to each committee member at least ten days before the date of the meeting.
- b. The committee will conduct its meetings in accordance with Robert's Rules of Order.
- c. Committee voting should be conducted in accordance with the *WECC Bylaws*, and further defined as described in the Voting Procedures for WECC Standing Committees and the Standing Committee Email Voting Procedures. The secretary will record the votes and the chair will report the results to the Board, including any minority opinions and the vote of the state and provincial members.
- d. Meetings of the committee may be in person or by conference/webinar call as decided by the chair.

### **Reporting**

The PCC shall report to the Board on its activities and any recommendations.

### **Review and Changes to the Charter**

The PCC shall review this charter on an annual basis and recommend any changes to the Board.

**Approved by the Planning Coordination Committee: 10/13/2011**

**Approved by the Board of Directors: 12/1/2011**