

Illinois Income Qualified North Energy Efficiency Committee (IL IQ-N EE Committee): Process and Procedures Document Ver. 1.0e

I. Background: IQ-N Committee Overview and Statutory Purpose

The Income Qualified North (IQ-N) Energy Efficiency (EE) Advisory Committee (“IQ-N EE Committee” or “IQ-N Committee”) was established under the Climate and Equitable Jobs Act (CEJA)¹, passed in 2021 by the Illinois General Assembly and signed into law by Governor Pritzker on September 21, 2021.

CEJA describes purpose of the IQ-N EE Committee²:

to “directly inform the design, implementation, and evaluation of the low-income and public-housing energy efficiency programs.”

The statute also references:

Emphasiz[ing] opportunities to bundle and coordinate delivery of low-income energy efficiency with other programs that serve low-income communities, such as the Illinois Solar for All Program and bill payment assistance programs.

II. Overview of this IQ-N Committee Process and Procedures Document

The purpose of this IQ-N Committee Process Document is to establish key processes and procedures for the IQ-N EE Committee to foster efficient, effective, collaborative, inclusive, transparent and CEJA-compliant IQ EE Committee processes and procedures. The processes and procedures are designed to promote due process, as well as fair treatment of all stakeholders identified as eligible to participate in the IQ-N EE Committee.

This Processes and Procedures Document describes:

- Roles and responsibilities of the committee-eligible organizations and entities identified in CEJA
- Meeting planning, frequency and structure
- Decision-making, and

¹Public Act 102-0662.

² Section 8-103(B)(c) of the Public Utilities Act (220 ILCS 5/8-103(c)) establishes a Low-Income Energy Efficiency Accountability Committee (LIEEAC), referred to herein as the “Illinois Income Qualified Energy Efficiency Committee” or the “IQ EE Committee.”

- Rules of Conduct

Topics will be added, if needed, as the IQ-N Committee develops. Any added topics will need to be reviewed and agreed to by ICC Staff on an annual basis.

The IQ EE Committee Processes and Procedures is intended to achieve Committee recommendations that *“directly inform the design, implementation, and evaluation of the low-income and public-housing energy efficiency programs”* through a process that yields clear, actionable, well-socialized and evidence-based recommendations on low-income energy efficiency programs such that the low-income programs better meet the needs of low-income customers and under-resourced, BIPOC and environmental justice communities.

III. Roles and Responsibilities

A. Commission and Commission Staff

Per CEJA, the Illinois Commerce Commission (ICC) has oversight over the Committee, as follows:

The Illinois Commerce Commission shall oversee and have relevant staff participate in the committee.

The ICC also oversees the budget, as follows:

The budget shall be overseen by the Commission.

B. IQ-N EE Committee

CEJA identifies the IQ-N EE Committee as central to achieving the core purpose of the Committee, which is providing “direct input” into low-income energy efficiency programs. This section describes key elements of the IQ-N Committee, including IQ-N Committee eligibility, “stipend-eligible” and “stipend-ineligible” IQ-N committee membership, the application process, and IQ-N Committee Member participation expectations.

i. Committee Scope

CEJA clearly sets forth the purpose and scope of the IQ-N Committee, which is to:

“directly inform the design, implementation, and evaluation of the low-income and public-housing energy efficiency programs.”

Furthermore, CEJA directs the IQ-N Committee to:

Emphasize opportunities to bundle and coordinate delivery of low-income energy efficiency with other programs that serve low-income communities, such as the Illinois Solar for All Program and bill payment assistance programs.

ii. *Committee Member Eligibility*

CEJA defines Committee Member eligibility, as follows:

The committee shall be comprised of the electric utilities subject to the requirements of this Section, the gas utilities subject to the requirements of Section 8-104 of this Act, the utilities' low-income energy efficiency implementation contractors, nonprofit organizations, community action agencies, advocacy groups, State and local governmental agencies, public-housing organizations, and representatives of community-based organizations, especially those living in or working with environmental justice communities and BIPOC communities.

iii. *Committee Members – Stipend Eligible*

Organizations who meet the eligibility criteria for IQ-N Committee membership, are approved for membership, and who meet the definition of “community-based organizations” are eligible for a stipend. The definition of a Community-Based Organizations in the Climate and Equitable Jobs Act (CEJA) is:

"Community-based organizations" means an organization that: (1) provides employment, skill development, or related services to members of the community; (2) includes community colleges, nonprofits, and local governments; (3) has at least one main operating office in the community or region it serves; and (4) demonstrates relationships with local residents and other organizations serving the community.

The 2023 stipend for IQ-N EE Committee Member participation is \$200.00 per meeting for teleconference meetings (plus travel costs using federal mileage reimbursement rate for in-person meetings attended). The 2023 per organization funding cap is: \$3,200 per organization. Only one person from a CBO Member organization can receive funding for meeting attendance, not included travel costs. Finally, only meetings identified as “stipend qualifying” meetings on the 2023 Committee Annual Plan are compensable.

The process, requirements and timing for receiving IQ-N Committee stipend reimbursements is described in the IQ-N Committee Procedures Document titled “*Instructions and Guidelines for Committee Reimbursements.*”

Stipend-eligible Committee Members (CBOs) are also eligible, if selected through the IQ-N EE Committee RFP process, to receive grants for education and outreach, and membership on the IQ-N Committee Leadership Team.

iv. *Committee Members – Stipend Ineligible*

Organizations who meet the eligibility criteria for IQ-N Committee membership, are

approved to be IQ-N Committee Members, and who do not meet the definition of “community-based organizations” are not eligible for a stipend. Non-profit organizations formed for lobbying are not eligible.

v. *IQ-N Committee Applications – Initial Submission Period (Thursday, October 13, 2022 – Ongoing)*

Organizations who would like to be IQ-N Committee Members for 2023 are encouraged to submit a membership application. IQ-N Committee membership applications can be found on the IQ-N Committee website at: www.iqadvisorycommittee.com.

vi. *Committee Member Expectations*

CEJA directs utilities as follows:

Participating utilities shall implement recommendations from the Committee whenever possible.

To ensure the IQ-N Committee provides informed, and well-reasoned recommendations developed after consideration and due process, IQ-N Committee members will be required to be informed about the low-income and public housing energy efficiency programs and related efforts, participate regularly and adhere to IQ-N Committee processes, procedures and Rules of Conduct, described herein and elsewhere in IQ-N Committee documents.

IQ-N Committee member expectations, as described in the Membership Application, include:

- Stipend-Eligible IQ-N Committee Members: Applicants must be employed by a Community-Based Organization, which includes local governments, Community Action Agencies and Public Housing Authority organizations, to be eligible for a stipend. “Community-Based Organizations” are defined as not-for-profit organizations located in an Illinois community that directly and regularly serve citizens within a defined Illinois community and the surrounding area.
- Position in Organization: Applicants should be the lead for their organization or have a leadership role in the organization that aligns with the work of the IQ-N EE Committee or be a Staff person in the organization who the organization has designated to develop skills and knowledge in low-income energy efficiency and related efforts.
- Initial Training: IQ-N Committee Members must attend an initial training course on energy efficiency outreach and education, which shall be no longer than two hours, and will be via teleconference. The training will be open to all IQ-N Committee Members.

Attendance Requirements: IQ-N Committee Members must commit to attending at least 80% of the designated IQ-N Committee Meetings and Joint EE SAG Meetings (as designated in the 2023 Annual Committee Plan) to be eligible for continued membership the following year.

IQ-N Committee Members are not required to attend a specific number of IQ-N “Working Group” meetings that will focus on specific topics, unless the IQ-N Committee Member has agreed to participate on such a committee, in which case the Member shall also attend 80% of the IQ Working Group meetings. For 2023, funding exists to compensate each organization for participation on one (1) Working Group.

- Regional Committees: The IQ-N EE Committee will be composed of one regional subcommittee, representing Ameren Illinois’ service territory, the Income Qualified – North IQ EE Committee (IQ-N).

As described further below, the IQ-N Committee will provide recommendations (“directly inform”) the low income and public housing programs offered in their respective service territory.

- Revoking Membership Eligibility: Member eligibility may be revoked if the member is not meeting the expected attendance requirements and other rules and processes that will be updated annually, or with select updates as needed.
- IQ-N Committee Member Stipend Eligibility/Amount
 - Stipends will be disbursed to the organization, not the individual member.
 - For stipend reimbursement, organizations will be expected to provide Automated Clearing House (ACH) information so that payments can be deposited electronically into the organization’s bank account as well as provide an IRS Form W-9.
 - IQ-N Committee Members who receive greater than \$600 in one year will receive a 1099 form. All stipends will be treated as taxable income unless the organization is a registered 501(c)(3) organization in good standing.
 - Reimbursements will be made after reimbursement requests are paid by the funding utility, Ameren Illinois.
 - No more than one (1) representative of a Community-Based Organization is eligible to receive a member stipend, per meeting.
 - Only meetings designated as “Stipend Eligible” will be eligible for stipend reimbursement.
 - IQ-N Committee Members will only be eligible to receive a stipend for attending their Regional Committee and joint meetings.
 - To be eligible for a stipend, an IQ-N Committee Member must be on time to the meeting, with a 5-minute grace period.
- Adherence to IQ-N Committee Processes and Procedures; Code of Conduct – IQ-N Committee Members are expected to abide by all Committee attendance requirements and process rules and requirements, which may change from time to time. IQ-N Committee Members who fail to display courteous behavior may have their membership in the IQ-N Committee revoked.

C. IQ-N Committee Leadership Team (LT)

Per CEJA, The IQ-N EE Committee Leadership Team (LT) is a subset of the Full IQ EE Committee. This section describes the CEJA-defined Leadership Team composition and eligibility, the “CEJA-compliant” LT for 2023, LT roles/ responsibilities and LT reimbursement.

i. CEJA-Compliant Leadership Team Composition and Eligibility

CEJA has clear and specific directives regarding the composition of the CEJA-compliant Leadership Team, which are:

*There shall be one statewide leadership committee led by and composed of community-based organizations that are representative of BIPOC and environmental justice communities and that includes **equitable representation from BIPOC communities**.³ The leadership committee shall be composed of an **equal number of representatives from the 2 subcommittees** (representing North and North).*

ii. CEJA-Compliant Committee Leadership Team

Application: Community-Based Organizations who are interested in participating both on the IQ-N Committee as well as being an IQ-N Committee LT member should complete and submit an *IQ-N Committee Membership Application*. IQ-N Committee membership applications can be found on the IQ-N Committee website at: www.igadvisorycommittee.com. There is no separate Leadership Team application.

Selection: Up to five (5) IQ-N Leadership Team members will be selected by their respective regional Committee (IQ-N subcommittee.) The selection of the LT will be made by the “stipend eligible” members of the IQ-N Committee (the CBOs) rather than the full Committee membership.

Per CEJA

The Leadership committee shall be composed of an equal number of representatives from the 2 subcommittees.

iii. LT Roles and Responsibilities

CEJA-Assigned Roles/Responsibilities

³ The largest ethnic groups in Illinois are: White (60%), Hispanic or Latino (18%), Black or African American (14.7%), Asian (6.1%), American Indian and Alaska Native (.6%), Native Hawaiian and Other Pacific Islanders (.1%) and Mixed Race (2.2%). <https://www.census.gov/quickfacts/fact/table/IL/AGE295221>.

LT members are also members of the full IQ-N EE Committee, so the roles and responsibilities described above for Committee Members also apply to LT members. In addition, per CEJA, LT members may:

Convene targeted workgroups

And

Elect to work with an independent facilitator.

IQ-N LT Responsibilities per Contract

Leadership Team (LT) Members are not a party to the IQ-N Committee Facilitation Contract. However, the IQ-N Committee Facilitation Contract references the LT Members in several places, including:

- **Stipend Amount Review/Approval:** Stipend amounts shall be discussed and approved annually by the LT, with agreement from ICC. Stipend reimbursement for LT members outside of IQ Committee meetings shall be in accordance with the guidelines approved by the LT, with agreement from ICC Staff.
- **Membership Application Approval:** Membership Application, as approved by the LT, with agreement from ICC Staff.
- **Education and Outreach Grantees and Grant Amounts:** All grantees and grant amounts shall be approved by the LT, with agreement from ICC Staff, and with review by the Utility. In addition, the grant application and required documentation for grants shall be approved by the LT, with agreement from ICC Staff. (Unless LT members are eligible for grant funds, in which case they may not review the grant application).
- **IQ-N Website Content on IQ-N Communities:** In consultation with the LT, the IQ-N Website shall include background research and information on IQ communities to help better inform all stakeholders about the challenges IQ, Environmental Justice and BIPOC communities face in Illinois. The information may include energy burden as a percentage of income, ethnic and racial demographics, etc.
- **Budget Shifts from “Unallocated” Category:** The Senior Facilitator, in consultation with the LT, will notify the ICC Staff and Utility of budget shifts from the “unallocated” budget categories to other categories.

Other LT Responsibilities

In addition, the LT will be expected to attend 80% of the approximately monthly one-hour LT meetings.

The LT Members are expected to designate one person from their organization to attend full Committee meetings and “Joint” EE SAG – IQ Committee meetings or alternatively attend such meetings themselves.

iv. LT Reimbursement

Per CEJA, LT members are eligible for grants for participating in the LT. Compensation for LT Member participation is as follows:

- IQ-N Committee Meetings and Joint Meetings – at the Committee Member rate (above).
- LT Meetings - \$300, with travel reimbursement (at federal mileage rate)
- Full Day Meetings - \$1,000, with travel reimbursement.

The 2023 per organization cap for LT organizations participating in LT meetings is as follows: \$7,200 (not including travel expenses)

v. *Committee Leadership Team –North*

As the regional Committees are divided into North and North, so will be the respective LT, and will be designated as IQ-N LT (Ameren IL service territory).

Leadership Team Selection

Pursuant to language in CEJA, the LT will be selected from and by the CBO IQ-N Committee Members. For the 2023 LT, individual IQ-N Committee Members and/or “slates” of up to five Committee members can nominate themselves to be considered for the LT. The individuals and/or slates receiving the greatest number of votes will be on the LT, providing that the LT meets the requirements of CEJA (described below).

*There shall be one statewide leadership committee led by and composed of community-based organizations that are representative of **BIPOC**⁴ and **environmental justice communities**⁵ and that includes **equitable representation from BIPOC communities**.⁶ The*

⁴ “BIPOC” or “Black, indigenous and people of color” means people who are members of the groups described in subparagraphs (a) through (e) of paragraph (A) of subsection (1) of Section 2 of the Business Enterprise for Minorities, Woman and Persons with Disabilities Act (30 ILCS 575/0.01). As defined, BIPOC refers to citizens or lawful permanent residents of the US who is any of the following:

- (a) American Indian or Alaskan Native,
- (b) Asian (a person having origins in any of the original peoples of the Far East, Northeast Asia or the Indian Subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam),
- (c) Black or African American (a person having origins in any of the black racial groups of Africa),
- (d) Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, North or Central American or other Spanish culture or original, regardless of race), and
- (e) Native Hawaiian or other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands).

NOTE: The above section is scheduled to be repealed on June 30, 2024.

⁵ Environmental Justice Communities are as defined in the Illinois Solar for All Program administered by the Illinois Power Agency. The IPA and the Illinois Solar for All implementer identified Environmental Justice Communities using the United State Environmental Protection Agencies Tool EJ Screen. EJ Screen is used to identify a higher risk of exposure to pollution-based environmental and socioeconomic factors. The list of current Environmental Justice Communities is: <https://www.illinoisfa.com/environmental-justice-communities>.

“Environmental Justice Communities” as defined by the Illinois Power Agency include sections of East St. Louis, Normal, Bloomington, Decatur, Champaign and Danville, Peoria, Joliet, Aurora, Bolingbrook, Rockford, Waukegan and Chicago.

⁶ The largest ethnic groups in Illinois are: White (60%), Hispanic or Latino (18%), Black or African American (14.7%), Asian (6.1%), American Indian and Alaska Native (.6%), Native Hawaiian and Other Pacific Islanders (.1%) and Mixed Race (2.2%). <https://www.census.gov/quickfacts/fact/table/IL/AGE295221>.

leadership committee shall be composed of an equal number of representatives from the 2 subcommittees (representing North and North).

“Equitable Representation” includes, but is not limited to:

- Diverse geographic representation
- Representation from difference ethnic groups (such as Black, Asian and Latinx),
- Different demographics (seniors, children, disabled), and
- Different organization types identified in CEJA (non-profits, CAAs, local government representatives, community college, public housing authority organizational representative).

The IQ-N LT team selection process will consist of the following steps:

1. Any individuals and/or “slates” who want to be on IQ-N LT must notify the Facilitation Team and provide a short bio(s).
2. Each Stipend- eligible Committee Member gets five (5) votes to vote for five (5) individuals in their region (IQ-N). Votes for any “slates” will be equal to the number of people in the slate.
3. Votes will be cast electronically after first IQ-N Committee meeting.
4. IQ-N Committee Members will be asked to vote for a slate that they believe represents “equitable representation” per CEJA.
5. Top 5 vote getters will be the “Proposed LT.”
6. IQ-N Committee must vote whether the Proposed LT is CEJA-compliant (majority vote).
7. If the IQ-N Committee determines that the “Proposed LT” is not CEJA compliant, then the IQ-N Committee will discuss and create statement about what changes to the proposed LT Team shall be made to ensure LT is “CEJA compliant.” The next highest vote getter(s) will then be substituted into the Proposed LT to ensure it is “CEJA compliant.”

The Committee can vote to extend the 2023 LT Members.

D. Facilitator and Facilitation Team

i. Facilitator Approach

CEJA has directed the facilitator to be “*fair and responsive to the needs of all parties.*” In addition, the facilitator shall be “*independent.*”

ii. Facilitator Tasks

For the 2022 to 2023 period, a Facilitation Team has been retained to perform the following services and activities:

- Organize and facilitate meetings to discuss issues related to IQ energy efficiency programs. Under oversight from the IQ-N LT, meeting facilitation includes, but is not limited to, the tasks listed below.

- Maintaining IQ-N Committee membership and distribution list and tracking and maintaining stipend and grant requests.
- Organizing and presiding over meetings.
- Developing agendas and prioritizing topics to be covered.
- Maintaining the schedule.
- Responding to questions/comments and engaging with the Statewide Leadership Committee, the IQ-N LT, IQ-N Committee members, interested stakeholders, ICC Staff and Commissioners, and members of the public, as appropriate.
- Reviewing draft meeting materials.
- Organizing pre-meetings with presenters.
- Circulating meeting materials (materials will be circulated to participants at least five (5) Business Days in advance of meetings, when possible).
- Facilitating the contribution of and/or providing technical and subject matter expertise to inform discussion, and to identify and disseminate Best Practices and tools to continue strengthening the Utilities' low income and public housing EE programs, including opportunities to bundle and coordinate delivery with other programs that serve low-income communities such as Illinois Solar for All, and bill payment assistance programs.
- Preparing meeting summaries, follow-up, and action items following each meeting.
- Maintaining an "issue tracker" document or similar document/process summarizing follow-up items, information requests, and action items from each meeting, which shall also include responses to open items and provide for when issues were "closed". If needed, Facilitator will seek clarification from the party making the comment after the meeting.
- Working with all utilities, participants, and the IQ-N LT to prepare responses to follow-up and action items, as needed. Facilitator may work with participants collaboratively to find mutually satisfactory resolutions to issues.
- Clearly indicating when a consensus decision-making process has begun and is completed with approval from the IQ-N LT, and also when issues are finally closed for IQ-N EE Committee discussion.
- Preparing templates or other materials for recurring activities, as needed (templates will be circulated for comment and posted on the IQ-N website).
- Helping broker consensus between the IQ-N LT and/or committee members and utilities, where requested by the IQ-N LT.
- Maintaining and updating the IQ-N website.
- Develop and, as appropriate, update Energy Literacy, Energy Education and/or other energy education materials that can be used by CBOs and CAAs to perform marketing and outreach activities.
- Providing technical assistance, as needed, to help applicants fill out IQ-N Committee stipend and grant applications; and
- Completing background research, presentations, and white papers, related to the IQ-N EE Committee to help inform and build capacity, knowledge and capabilities of the Statewide Leadership Team and IQ North Committee Members.

The facilitator has also been tasked with performing outreach to prospective IQ-N Committee members, drafting and releasing the RFP for grants and stipends, negotiating contracts with selected bidders, and then managing the resulting grants. The facilitator is also tasked with managing budget expenditures.

E. Utility – Ameren IL

The funding utility has discrete obligations and responsibilities, including funding, tracking input, and tracking other relevant metrics, as described further below:

i. *Funding*

The IQ-N EE Committee is funded by Ameren Illinois, per a directive in CEJA, which states that:

The Committee shall have a budget of 0.25% of each utility’s entire energy efficiency portfolio funding for a particular year.

Funding for IQ-N meetings and associated costs (such as grants and stipends for CBOs) is paid for by Ameren IL ratepayers.

ii. *Tracking and Reporting*

Utilities are required to “track and report” on how input from the IQ-N Committee has led to new approaches and changes in their energy efficiency portfolios. Per CEJA,

Utilities will report at committee meetings, quarterly Energy Efficiency Stakeholder Advisory Groups and the Illinois Commerce Commission, and other relevant reporting mechanisms.

iii. *Other Reporting*

Utilities are also required to:

Report on relevant equity data and metrics requested by the committee, such as energy burden data, geographic, racial and other relevant demographic data on where programs are being delivered and what populations are being served.

However, to achieve Committee objectives to operate efficiently and effectively, any Committee-requested reporting will be developed in consultation with utilities and with consideration of existing reporting that utilities already perform. Utilities have existing extensive reporting obligations on low-income programs and customers that arise from CEJA, the Energy Efficiency Stakeholder Advisory Group (EE SAG) quarterly and annual reporting requirements and the EE SAG Reporting Subcommittee, reporting requirements from “stipulations” that arise through negotiations of the four-year energy efficiency plans, evaluation reports and other reporting mandates.

Thus, any IQ-N Committee reporting requests will consider existing reporting the utilities already perform, the value of additional reporting, and the incremental costs/availability of additional reporting data that the committee requests.

IV. IQ-N Committee Meetings

IQ-N Committee meetings include three basic types of meetings, full IQ-N EE Committee meetings, Working Group meetings, and IQ-N LT meetings. This section discusses each meeting type, frequency and processes and requirements for IQ-N Committee meetings, which vary based on the type of meeting.

i. Meeting Types

- IQ-N Committee Meetings: IQ-N Committee Meetings may be individual IQ-N Committee meetings. They may be “joint” Committee meetings for IQ-N, or joint meetings with another stakeholder process, typically the EE SAG.
- Working Group Meetings: Working Group meetings are topical and will typically be meetings that foster engagement and dialogue within the Working Group to develop recommendations and analysis for the IQ-N Committee to consider.
- IQ-N Leadership Team Meetings: Leadership Team meetings are meetings of the LT. They may be regional (IQ-N only) or joint.

Meeting Frequency

- Full IQ-N Committee Meetings: will occur at least quarterly. The two “full” IQ-N Committee meetings may be joint with the EE SAG.
- Working Group Meetings: will occur approximately monthly, a cadence such that the group can make meaningful progress on analyzing and preparing recommendations on specific issues for the IQ-N Committee to consider.
- Leadership Team Meetings: Monthly for one hour. Some LT meetings may be the “full” Committee Leadership Team; others will be separate LT meetings.

ii. Meeting Process

- Time: Meeting length will generally not exceed two hours and may either be in person or via teleconference. Statewide meetings will generally be via teleconference due to the distances that committee members will need to travel to attend in person.
- Agendas: Agendas for all meetings will be circulated at least five business days in advance.
- Meeting Notes: Meeting notes will include attendees, key discussion points, action items and follow-up items, plus any decisions made in the Committee.

V. Decision-Making

A. IQ-N Committee Decision-Making Requirements

i. Due Process

Formal committee decisions may be made only after “due process” requirements have been met. Specifically, all IQ-N Committee or IQ-N LT members (depending on the nature of the decision) must be given adequate notice of an issue and the proposed decisions. They must be given a fair opportunity to be heard.

ii. *Scope of Decisions*

Decisions that are largely directed at Ameren IL may only be made by the IQ-N Committee, as appropriate.

iii. *Committee Recommendations to “Directly Inform” Energy Efficiency Programs*

Any IQ-N Committee recommendations to “directly inform the design, implementation, and evaluation of the low-income and public-housing energy efficiency programs” are to be made with a heightened degree of “due process” and careful deliberation. Due process entails notice to all participating IQ-N Committee members and an opportunity to be heard.

Prospective recommendations may be made by any participating, active, and eligible IQ-N Committee member, including both Stipend-eligible and Stipend-ineligible. Any prospective recommendations to “directly inform” programs must be drafted and provided to the facilitator for distribution to the IQ-N Committee such that the IQ-N Committee has at least ten (10) Business Days’ notice to allow IQ-N Committee Members to have adequate time to review and consider the recommendation. A limited number of changes may be made during an IQ-N Committee meeting where a proposed recommendation is discussed and voted on. IQ-N Committee recommendations that receive more significant changes must be redrafted and re-circulated.

IQ-N Committee decisions will be documented in IQ-N Committee meeting notes.

IQ-N Committee recommendations related to programs in Ameren IL’s service territory will be made by the IQ-N Regional Committee. If an IQ-N Committee recommendation equally applies to low-income programs operating in both ComEd and Ameren IL’s service territories, then the recommendation will be provided to the full IQ EE Committee for decision.

iv. *Documentation of Other IQ-N Committee Decisions (not Related to Low Income Programs)*

Decisions made “in person” may be by voice but shall be documented in meeting notes, indicating which IQ-N Committee and/or LT members voted for and against the proposal.

Decisions made by e-mail vote, which are far less preferable as e-mail does not foster the same degree of collaborative discussion, must be in writing by each person voting. The documentation of the decision shall be summarized and provided to the facilitator to centrally track IQ-N Committee decisions.

v. *Decision-Making Process (Applicable to Leadership Team)*

Quorum: To have a quorum, 4 IQ-N LT members must be present.

Passing Decision: For a decision to pass, a majority of IQ-N LT members need to vote affirmatively for the proposal. Hence, for a regional LT meeting, 3 IQ-N LT members must vote in the affirmative for the proposal.

vi. *Decision-Making Process (Applicable to IQ-N Committee and Working Groups)*

Quorum: To have a quorum, 75% of IQ-N Committee Members must be present and/or vote remotely.

Passing Decision: For a decision to pass, a majority of IQ-N Committee Members need to vote affirmatively for a proposal.

vii. *Dispute Resolution*

For disputes that may lead to termination of membership, ability to get continued funding for participation, facilitation, or any other significant abrogation of a participants duties, the following dispute resolution process will be followed:

- The “complainant” (person who is making a dispute) shall write up specific issues and provide documentation and support all assertions
- The “respondent” (person who is receiving the complaints) shall have at least ten (10) Business Days to respond in writing to the dispute. Depending on the nature of the complaint(s) and/or circumstances of the respondent, the respondent may receive additional time to respond to the complaint(s).
- After the “respondent” has had sufficient time to respond to ensure “due process” – notice and an opportunity to be heard, both the written Complaint and Response shall be provided to the RSL.
- The IQ-N Leadership Team shall then vote on whether to review the Compliant. The LT must affirmatively vote to proceed with the Complaint. The voting must follow established meeting and LT which includes adequate notice, circulating materials with at least five-days notice, having a quorum and voting per the LT rules. To meet the actual LT quorum requirements, a quorum of LT members shall be present either in-person or via teleconference to discuss the complaint as a group.
- If the IQ-N Leadership Team decides to proceed with the complaint, both the complainant and respondent shall have equal opportunity to meet with the IQ-N LT to discuss their concern or response and proposed resolution to the issues raised. All meetings with the RSL shall be open to all participants in the dispute.
- The IQ-N LT shall then confer amongst itself, then formulate a written response which addresses in writing its decision on each issue, the basis for its decision, and the proposed remedy for each issue.

VI. Rules of Conduct

A. Respectful and Courteous Behavior

All IQ-N Committee participants, including Leadership Team members, are expected to be professional and treat others, including IQ-N Committee guests, with respect.

Respectful behavior includes, but is not limited to:

- Being on time for IQ-N Committee meetings
- Being “present” at IQ-N Committee meetings, which excludes being on phones or using computers (except for purposes related to the meeting, such as note-taking)
- Allowing others to speak so their perspectives may be heard, subject to time limits
- Using courteous communication in both written and oral communications

Disrespectful behavior includes, but is not limited to:

- Name calling
- Excessively raising voices with others (yelling)
- “Muting” others on teleconferences when the organizer is trying to suppress opinions expressed by colleagues or others
- Not paying attention to presenters, particularly when meetings are “in-person” so presenter can see lack of attention, which includes phone scrolling, checking e-mails, talking to others while a speaker is speaking

IQ-N Committee participants who display disrespectful behavior will be warned that disrespectful behavior is not acceptable or tolerated in the IQ-N Committee. Repeated disrespectful behavior will lead to revoking membership and/or IQ-N Leadership Team status, after vote by the IQ-N Leadership Team.

B. Expectations to Ensure Effective Collaboration

- *Effective Collaboration.* IQ-N Committee meetings are intended to build effective and collaborative working relationships among participants that produce actionable and well-reasoned recommendations within a reasonable period of time.
- *Educate and inform.* IQ-N Committee meetings are intended to educate and inform participants on specific topics. Participants are encouraged to ask questions and request follow-up if additional information would be informative to the group. However, participants need to understand that not all requests for follow-up information will be honored. Some information would be difficult to produce and organize or may be sensitive and not available for public use.
- *Offer constructive approaches and solutions.* Parties are encouraged to raise issues and voice concerns when they don’t support specific issues, analysis and/or recommendations discussed in the IQ-N Committee. If IQ-N Committee participants disagree or raise concerns, they should be prepared to offer constructive approaches and solutions where possible.
- *Participate in IQ-N Committee discussions in good faith.* Topics addressed in the IQ-N Committee will, in many cases, lead to IQ-N Committee recommendations. Committee participants will participate in discussions in good faith, which includes engaging in respectful dialogue and listening to differing opinions of various parties.
- *Use “Relatable” Language:* IQ-N Committee participants should understand that

many Committee participants may be new to the industry and should avoid using jargon or industry “terms of art” without explaining the meaning of the industry-specific words or phrases. Alternatively, IQ-N Committee participants should seek to use language that the common educated person would understand.

- *Promote Honest and Open Dialogue:* IQ-N Committee members should be open to different perspectives listening to and considering alternative perspectives. Each IQ-N Committee participant should be afforded the opportunity to express themselves on pertinent topics that are important to them.
- *Expertise:* IQ-N Committee members shall be open to, and consider, various forms of “expertise” that can be valid information to consider to yield optimal outcomes, including expertise arising from living in, working in, or engaging in disadvantaged and environmental justice communities.

VII. Updates to Process Document

This Committee Process Document is a “living document” and will be updated at least annually by the facilitator. Once developed, proposed updates will be circulated to the IQ-N Committee members and ICC Staff for review and comment. The facilitator may propose more frequent updates if a more frequent update appears warranted to achieve process efficiency and/or greater alignment with CEJA.