

Petroleum Market Advisory Committee Bylaws
- Draft -

Article I – Name, Principal Office, Purpose and Restrictions

1.01 Name. The name of the organization is the California Petroleum Market Advisory Committee (hereinafter, the Committee).

1.02 Purpose. The specific purpose of the Committee is to assist the California Energy Commission in better understanding the factors and conditions related to petroleum price fluctuations and their impacts, and policy options that may affect petroleum markets, by obtaining expert knowledge on the following:

1. Existing and emerging petroleum market trends and factors that lead to price fluctuations, including local, regional, and global events and changes in State and Federal policies that may affect prices for petroleum-based fuels.
2. Impacts of significant and/or sudden price movements in petroleum fuels markets on market participants, California consumers, participants in interdependent energy markets, and vulnerable California economic sectors.
3. Other petroleum fuels market issues the Committee and/or the Energy Commission determines to be important.

Article II – Members

2.01 Members. Members, including the Chair of the Committee, (Committee Chair) shall be appointed by and serve at the pleasure of the Chair of the California Energy Commission (Commission Chair).

2.02 The Committee will be comprised of experts in petroleum fuels markets, consumer protection, and petroleum industry practices.

2.02 Terms. The term of each member of the Committee is three years and Committee members may be re-appointed.

2.03 Member Obligation to Follow Bylaws. Each Member agrees to be bound by these Bylaws and any amendments thereto.

2.04 Member Resignation. A Member may resign from the Committee at any time with thirty days' written notice to the Commission and Committee Chairs.

2.05 Non-delegation of duties. No Member shall delegate their attendance, participation, or vote to any other person.

2.07 Confidential information. If in the course of her duties as a member of the Committee a Member receives from the Energy Commission confidential information, she shall maintain the confidentiality of that information.

2.06 Committee Chair. The Commission Chair shall appoint the Committee Chair, who is responsible for the orderly conduct of Committee meetings and ensuring the timely and thorough discussion of meeting agenda items. The Committee Chair will direct the priorities of the Committee based on the needs and interests of the Energy Commission.

Article III – Meetings

3.01 Schedule of Meetings. The Committee will meet quarterly or as needed. Meetings will be public and Energy Commission staff will ensure that they are conducted according to the appropriate public meeting rules and regulations.

3.02 Quorum. A quorum of the Committee is three members.

3.03 Committee Discussion. The Committee will formulate a record of discussion through documentation of what is shared at Committee meetings. This record is a public document that can be used to help educate staff and Commissioners on relevant topics. The Committee may also, at the request of either the Committee Chair or the Commission Chair, draft and submit written or verbal statements to the Energy Commission.

3.04 Committee Recommendations. Committee recommendations to the California Energy Commission shall be developed on a consensus basis; should a consensus not be reached on a recommendation, each member shall have the opportunity to provide a dissenting opinion.

3.05 Minutes. California Energy Commission staff shall keep minutes, which shall, prior to the next scheduled meeting, be provided to all members for review. Minutes shall be approved or disapproved by unanimous vote of the Committee at the next scheduled meeting of the Committee.

Article IV – Amendment of Bylaws

4.01 Amendment of Bylaws. The Bylaws may be amended by a two-thirds (2/3) vote of the Committee.

Article V– Rules of Order

5.01 Applicable Rules. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* may govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.