

# **OREGON ENERGY COORDINATORS & AFFILIATES**

## **CHARTER & STANDARD OPERATING PROCEDURE**

Oregon Energy Coordinators Committee & Affiliates (OECA), is a committee of the Community Action Partnership of Oregon (CAPO).

### **Section I. PURPOSE**

OECA's purpose is to conserve energy and help members of Oregon's vulnerable communities (low-income, program-eligible) to meet their energy needs while ensuring their health and safety through:

- A. Information sharing, education, and the enhancement of networking among OECA members;
- B. Identification and delivery of training and mentoring needs of utility assistance, weatherization, and related programs;
- C. Provide feedback to CAPO/OTI/OHCS on the production of training materials.
- D. Assisting the OECA membership in the interpretation and clarification of funding source regulations; and
- E. Provide feedback to CAPO and OHCS on effective and efficient program delivery.

### **Section II. MEMBERSHIP, FEES, MEETINGS, AND VOTING**

- 1. OECA will have up to 36 voting members, two appointed from each CAPO member. Nonvoting membership will be available to any dues paying staff from any CAPO member. Affiliate status will be made available to external partners who wish to support the missions of CAPO and OECA, and after approval by the OECA Administrative Subcommittee.
- 2. Prospective affiliates may petition to become affiliates by sending a request to OECA's Administrative Subcommittee Chairperson. The OECA Administrative Subcommittee will review all such requests and make a recommendation to the CAPO Board.
- 3. Any affiliated organization can be removed from affiliate status by a majority vote of the OECA Administrative Subcommittee and ratification by the CAPO Board.
- 4. Only the 36 voting members of OECA have voting rights in the operation of OECA. Nonvoting members and affiliates do not have voting rights. Regardless of voting status, it is the responsibility all members and affiliates to support the purposes of OECA.
- 5. Annual membership fees are to be established yearly by majority vote of OECA Administrative Subcommittee in the quarter preceding the start of the fiscal year. Initial voting membership is established by a letter from each participating CAPO agency Executive Director. Dues are to be paid within thirty days of application for membership.

Voting members are automatically renewed upon receipt of annual dues, unless a letter is received from the participating CAPO agency Executive Director appointing new staff or withdrawing membership.

6. Upon recognition as a voting member of OECA, designated representatives of the energy programs are eligible to participate in all OECA activities. If an OECA registered member is unable to attend a scheduled membership meeting and the Chairperson receives their written request designating a proxy prior to the meeting, then their voting rights will be transferred to their designated proxy.
7. Each OHCS sub grantee's Executive Director shall designate their voting representatives, annually with their dues payment. If no designation is received the previous voting member will be retained. The Executive Director of each sub grantee may, at their option, reclaim the designation and represent their agency; including exercising the entire voting prerogative available to the agency's designated staff. No qualified Full Member agency can be restricted from membership to OECA.
8. Participation in the Administrative Subcommittee and Workgroups is strongly encouraged. All members will be polled regularly for their participation preferences.
9. Changes in the roster of OECA, the Administrative Subcommittee, or Workgroups will be distributed via email to all OECA members, on a routine basis.
10. Oregon Housing and Community Services (OHCS) will be encouraged to appoint liaisons to attend OECA meetings and provide other coordination between CAPO, OECA, and OHCS.
11. Annual Meetings- The annual meeting of OECA shall be held in the spring for the purpose of electing officers. Generally, OECA, including members, affiliates, and guests shall meet at least three times a year to further the purposes outlined in these Standard Operating Procedures.
12. Notice of Meetings- Reasonable notice of OECA, Administrative Subcommittee, and Workgroup meetings, including place, date, and time shall be given.
13. Manner of Acting- Voting actions taken by the full OECA membership shall be limited to those present (voting members and proxies). No quorum shall be required.
14. Compensation- OECA, Administrative Subcommittee, and Workgroup members as such shall not receive any salaries for their services, or reimbursement of expenses for attendance at meetings, except as determined by the Administrative Subcommittee.

### **SECTION III. ADMINISTRATIVE SUBCOMMITTEE OFFICERS & DUTIES**

1. OECA officers listed in this section shall constitute the OECA Administrative Subcommittee, with a mix of at least two representatives from Energy Assistance and

Weatherization respectively.

2. The Administrative Subcommittee will serve as the functional Board of Directors for OECA. The Administrative Subcommittee is empowered to conduct OECA's business coordinating with CAPO's Executive Director or other CAPO staff, including and not limited to overseeing the development of annual work plans, budgets, and the maintenance of all official records (i.e. minutes, financial documents, etc).
3. Administrative Subcommittee Meetings- The Administrative Subcommittee meets annually after elections to establish a work plan. Additional Administrative Subcommittee meetings may be called by or at the request of the Chairperson, or not less than one-third of the Voting members of the Administrative Subcommittee, or by CAPO.
4. All Administrative Subcommittee meetings shall be open to the OECA's voting membership and CAPO staff. The Administrative Subcommittee may invite guests to Administrative Subcommittee meetings.
5. The Administrative Subcommittee shall organize at least three annual OECA meetings as well as any other appropriate activities that further the goals of OECA.
6. Manner of Acting- A quorum of the Administrative Subcommittee shall be 50%, plus one.
7. The Administrative Subcommittee will be elected from voting members of OECA at the Spring meeting before the end of the fiscal year, and the elections will be announced by email.
  - a. The following officers will be elected by the OECA in odd number years and will serve for a period of two years: Chairperson, Energy Assistance Member #2, Chairperson of Training/Technical Assistance, and Weatherization Member #1.
  - b. The following officers will be elected in even number years and will serve for a period of two years: Vice Chair, Weatherization Member #2, and Energy Assistance Member #1.
  - c. CAPO will appoint two CAPO board member to serve on the Administrative Subcommittee for two year terms; one appointed in odd number years and one appointed in even number years. The CAPO appointees shall provide coordination between OECA and CAPO. If either of the designees from CAPO are unable to attend, they shall seek an alternate CAPO member to attend.
  - d. CAPO will employ a CAPO OECA coordinator to assist the Administrative Subcommittee in managing the administrative functions of OECA. The coordinator will be a non-voting member of the Administrative Subcommittee.
8. Titles of each officer are as follows:

Chairperson	Vice Chairperson
Training/Technical Asst. Chair	

Energy Assistance Member # 2  
Weatherization Member #1  
OECA Coordinator

Energy Assistance Member #1  
Weatherization Member #2  
(2) CAPO Members at Large

9. All OECA Administrative Subcommittee members remain voting members of the Administrative Subcommittee, even if they are no longer OECA voting members.
10. There is no limit to the number of terms an Administrative Subcommittee member may serve. However, Administrative Subcommittee members may only serve in the same office for two consecutive terms.
11. In the event that an officer is unable to complete the term of office for any reason the Administrative Subcommittee may appoint an interim replacement until the next Spring Committee meeting. Positions filled on an interim basis are not considered part of the two-year term in office or towards the two consecutive term limitation.
12. If a member of the Administrative Subcommittee is not fulfilling their responsibilities of the office, such member may be removed from the Administrative Subcommittee by a majority vote of the Subcommittee.
13. Administrative Subcommittee members are expected to attend all Subcommittee meetings. If a Subcommittee member fails to attend a minimum of 75% of all Subcommittee meetings in a fiscal year they may be removed as a member of the Subcommittee.
14. Officer duties are as follows:
  - A. **Chairperson – approx. 12 hours/month** (odd-numbered years)
    1. Presides at all Membership and Administrative Subcommittee meetings where OECA business will be conducted. Maintains order at the above meetings and ensures schedule. The Chairperson may vote only to break a tie vote.
    2. If the Chairperson resigns or withdraws from OECA, the Vice-chairperson will assume the duties of the Chairperson for the interim period. The vacant position shall be filled at the next membership meeting.
    3. Is a member of the Utility Policy Committee and reports issues and discussions to OECA.
    4. If the CAPO coordinator position is vacant, coordinate with CAPO to ensure continuity of operations.
    5. Is a resource to CAPO for questions of policy and meeting organization.
    6. Presents occasionally to the CAPO board.
    7. Communicates with OHCS leadership surrounding meeting organization and participation.
    8. Attends Administrative Subcommittee meetings, OECA meetings, and regularly responds to emails.
  - B. **Vice Chairperson – approx. 12 hours/month** (even-numbered years)
    1. Presides over the administrative subcommittee election process:
      - a. Ensures that there are candidates for each open position.
      - b. Notifies membership of process for nominations and voting.

- c. Conducts the election at the annual meeting in May.
  - 2. Compiles OECA meeting report based on notes by Energy Assistance Member at Large #1 and Weatherization Assistance Member #1.
  - 3. Prepares and presents budget in coordination with CAPO to OECA membership at meetings.
  - 4. Communicates with OHCS program staff surrounding meeting organization and participation.
  - 5. During the absence of the Chairperson due to illness, vacation, etc., and as requested assume the duties of the Chairperson.
  - 6. Assumes the duties of the Chairperson if the Chairperson resigns or withdraws from OECA until a special election is held at the next membership meeting.
  - 7. Attends Administrative Subcommittee meetings, OECA meetings, and regularly responds to emails.
- C. Energy Assistance Member at Large #1- approx. 6 hours/month** (even-numbered years)
- 1. Coordinates and facilitates the Energy Assistance Roundtable meeting at each OECA meeting. Collects input from membership to establish an agenda.
  - 2. Coordinates and facilitates a New Coordinator 101 session at some OECA meetings.
  - 3. Will be a member of the Utility Policy Committee.
  - 4. Attends Administrative Subcommittee meetings, OECA meetings, and regularly responds to emails.
- D. Energy Assistance Member # 2 – 6 hours/month** (odd-numbered years)
- 1. Takes notes during OECA meeting sessions and provides re-cap to attendees.
  - 2. Assists the Vice-Chair in compiling OECA meeting report.
  - 3. Ensures that all energy assistance attendees sign in at OECA meetings and a record is created.
  - 4. Brings name tags to OECA meetings.
  - 5. Attends Administrative Subcommittee meetings, OECA meetings, and regularly responds to emails.
- E. Weatherization Member #1 - approx. 6 hours/month** (odd-numbered years)
- 5. Coordinates and facilitates the Weatherization Roundtable meeting at each OECA meeting. Collects input from membership to establish an agenda.
  - 6. Coordinates and facilitates a New Coordinator 101 session at some OECA meetings.
  - 7. Will be a member of the Utility Policy Committee.
  - 8. Attends Administrative Subcommittee meetings, OECA meetings, and regularly responds to emails.
- F. Weatherization Member #2 - approx. 6 hours/month** (even-numbered years))
- 1. Takes notes during OECA meeting sessions and provides re-cap to attendees.
  - 2. Assists the Vice-Chair in compiling OECA meeting report.
  - 3. Ensures that all weatherization attendees sign-in at OECA meetings and a record is created.
  - 4. Attends Administrative Subcommittee meetings, OECA meetings, and regularly responds to emails.
- G. Chairperson of Weatherization Training/Technical Assistance- 6 hours/month** (odd-numbered years)
- 1. Coordinates and facilitates the T&TA meeting at each OECA meeting. Collects input from membership to establish an agenda.

2. Leads T&TA workgroup, coordinates with OTI.
3. Coordinates Spec meetings at each OECA meeting. Ensures that Spec workgroup is operational.
4. Act as liaison with OHCS T/TA coordinator/staff.
5. Will be a member of the Utility Policy Committee.

**H. CAPO Liaisons (up to two) – approx. 4 hours/month**

9. Acts as liaison for CAPO, disseminates and takes recommendations from Administrative Subcommittee to CAPO Directors.
10. Is present at OECA meetings and gives opening messages.
11. Attends Administrative Subcommittee meetings and regularly responds to emails.
12. Identify policy issues for CAPO or Utility Policy Committee response.

**I. CAPO Responsibilities (one or several coordinators)**

13. Provides administrative, planning, and logistical support to OECA, including making logistical arrangements with hotels, coordinating agendas, and procuring guest speakers, as well as providing meeting invitations and registration.
14. Organizes affiliate roundtable and networking sessions.
15. In coordination with the Chair, organizes and facilitates Administrative Subcommittee meetings:
  - i. Coordinates and sends agendas.
  - ii. Distributes invitation to all OECA members.
  - iii. Ensures that a record (e.g. minutes) of Administrative Subcommittee meetings is created and made available to members
16. Supports OECA Workgroups, including the provision of agendas, sending out meeting notices, and making logistical arrangements when requested.
17. Collects membership and meeting fees.
18. Coordinates with CAPO fiscal to track revenue and expenses of all OECA business.
19. Keeps Administrative Subcommittee, OECA membership and affiliate, as well as Workgroup contact information. Distribute updated rosters to all OECA members and affiliates on a regular basis.
20. Assists the Vice Chair in compiling and distributing OECA meeting reports.
21. Prepares and presents OECA budget in coordination with Vice Chair to the administrative Subcommittee.
22. Attends Administrative Subcommittee meetings, OECA meetings, and regularly responds to emails.

**SECTION IV. BUDGET AND FINANCIAL**

1. Financial record keeping systems as well as annual fees will be maintained by CAPO in accordance with CAPO’s fiscal policies. CAPO staff will provide a budget report to the OECA Administrative Subcommittee each quarter.
2. The proceeds of fees and other program income will be used as outlined in annual work plans, general meetings, and the budget approved by a majority-vote of the OECA Administrative Subcommittee as well as the CAPO Finance Committee.
3. A list of uses of these funds would include but not be limited to:
  - a. Statewide training resources & development; and

- b. Public information necessary to promote the goals and objectives consistent with those of OECA.

## **SECTION V. Workgroups**

1. To further OECA's goals, the Administrative Subcommittee shall establish Workgroups as appropriate. Workgroups meet as needed to address specific training or policy concerns. Activities may include:
  - a. Developing training classes, as well as educational and training materials;
  - b. Sharing best practices on program design and operation;
  - c. Providing expertise;
  - d. Identifying and collecting information needed for legislative and administrative rule making analysis;
  - e. Recommending actions to OECA, the Administrative Subcommittee, or CAPO; and
  - f. Other activities as deemed appropriate by CAPO.
2. Workgroups will be chaired by a member of the Administrative Subcommittee or an appointee. Workgroups are open to all community action agency staff and OECA affiliates unless otherwise specified. Workgroup meetings and activities shall be conducted according to group consensus. However, Workgroups do not have any authority to act or speak on behalf of OECA unless specifically authorized by the Administrative Subcommittee or OECA.
3. Workgroup Meetings- Workgroup meetings may be called by their appointed Chair, any Workgroup member, or CAPO.
4. Currently, OECA has the following active Workgroups:
  - A. Training and Technical Assistance (T&TA) and Curriculum Review
  - B. Weatherization Specifications Review ('Spec')
  - C. Absorbing Increased Funding and Reviewing WPNs
  - D. LIHEAP & OEAP Intake Operations Manuals and Stateplan Review

**SECTION VI. ADOPTION**

These Standard Operating Procedures have been adopted by CAPO and the Administrative Subcommittee. CAPO staff and the Administrative Subcommittee will collaborate in updating the Standard Operating Procedures as needed.

This Committee Charter and Standard Operating Procedures as amended have been adopted by:

The Administrative Subcommittee Committee on 8/21/2023  
Date

CAPO on \_\_\_\_\_  
Date