



**Volume**

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**Transmission Schedules,  
Compensation, and  
Compliance Subcommittee  
Procedures**

**November 13, 2006**

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## Document Change History

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# 1 Introduction

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The MAPP *Regional Transmission Committee* (RTC) may establish subcommittees to perform specific responsibilities under the **MAPP Restated Agreement**. The subcommittees are currently defined as follows: *Transmission Schedules, Compensation and Compliance* (TSCSC), *Transmission Operations* (TOS), *Design Review* (DRS), and *Transmission Planning* (TPSC).

The Transmission Schedules, Compensation and Compliance subcommittee under the Regional Transmission Committee has adopted the procedures contained in this document to facilitate the conduct of its business. These procedures supplement the **MAPP Restated Agreement**, and to the extent that there is a conflict between that agreement and these procedures, the **MAPP Restated Agreement** controls.

# 2 Subcommittee Responsibilities

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The TSCSC was established by the RTC. The RTC's May 31, 2001 minutes indicates the following responsibilities of the TSCSC:

- Review changes in the compensation, terms and conditions, waiver, and other provisions of Service Schedule F.
- Establish, and modify from time to time, consistent requirements for flexible point-to-point service and network service provided by RTC Members in the MAPP RTC Region.
- Establish procedures, standards and requirements to resolve equitably third-party impact and loop flow issues associated with long-term uses of transmission facilities in the MAPP RTC Region.
- Endeavor to establish, and if possible establish, tariffs for the MAPP RTC Region or its subregions for long-term transmission service.
- Establish procedures, standards and requirements for cost allocation and compensation in connection with the construction of transmission facilities as required by Section 8.7 of the Restated Agreement.
- Develop compensation formulas and methodologies.
- Establish procedures, standards and requirements for compensation of transmission losses.

- Establish procedures, standards and requirements for requests for transmission service by RTC Members, and for responses to such requests, to the extent such procedures, standards and requirements are not set forth in Service Schedule F, each RTC Members' transmission tariffs, or applicable MAPP tariffs for long-term transmission service.

### **3 Subcommittee Representatives**

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The RTC is responsible for establishing the size and composition of the TSCSC, in accordance with the MAPP Restated Agreement. See Section 7.9.6 of the MAPP Restated Agreement.

### **4 Meeting Notification**

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All meeting notices shall be communicated by the Secretary of the TSCSC (“Secretary”) electronically through e-mail distribution lists, and subsequently posted at [www.mapp.org](http://www.mapp.org). All meeting notices shall be publicly available. Please contact the Contractor (MAPPCOR) for instructions on how to register for the RTC and/or subcommittee e-mail distribution lists.

The notice of a meeting shall state the time and place of the meeting and shall include an agenda sufficient to notify an interested party of the substance of the matters to be considered at the meeting.

The Secretary shall publish the meeting notice and agenda at least 10 days prior to the meeting. If the tenth day falls on a weekend, the notice shall be communicated by the previous business day.

The Secretary shall include the MAPP RTC on subcommittee meeting notices.

### **5 Meeting Agenda Development**

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The agenda shall include the time and place of the meeting. The Secretary shall draft the agenda in cooperation with the subcommittee Chair, or Vice-Chair in the absence of the Chair.

In order to finalize and publish meeting agendas in a timely manner, requests to place an issue on the agenda of a TSCSC meeting shall be submitted to the Chair and Secretary at least 15 days in advance of the meeting.

The agenda shall list all proposed action items in sufficient detail so that TSCSC members and RTC members can determine what is being proposed. The Secretary shall post the meeting agenda on the [www.mapp.org](http://www.mapp.org) web site and send it via the applicable subcommittee distribution list and to the RTC distribution list at least 10 days prior to the meeting.

All presenters with agenda items and supporting information for the meeting agenda shall provide the materials to be reviewed or referenced at the meeting to the Chair and Secretary at least 10 days prior to the meeting. The Secretary shall post the supporting information on the MAPP RTC website after communicating it via the e-mail distribution list.

## **5.1 Agenda Items Considered for Action**

TSCSC meeting agendas shall include the precise wording of any proposed motion. Supporting materials accompanying the agenda shall include a detailed discussion of the rationale for the motion (an exception to this requirement is made for routine administrative actions such as the approval of subcommittee meeting minutes.) The member of the subcommittee or other entity sponsoring the motion shall provide the wording of the motion and the discussion points.

Those sponsoring items on a committee's meeting agenda shall have background material, and the action to be voted on, distributed with the meeting agenda in accordance with the ten (10) day notice requirement.

In general, an action may not be brought to a vote of the subcommittee unless it is noticed on a published agenda at least ten (10) days prior to the meeting date upon which action is to be voted. Section 6.3.1 "Taking Action on an Item Not Described in the Agenda," addresses potential exceptions to this general rule.

# **6 Meeting Procedures**

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The subcommittee shall utilize Robert's Rules of Order for general guidance regarding conduct of subcommittee meetings.

## **6.1 Quorum**

A quorum is necessary to conduct subcommittee business. From Section 7.9.6(b) of the MAPP Restated Agreement: "A quorum of 50% or more of the Representatives to the subcommittee shall be necessary for the subcommittee to conduct business." An unfilled position on the subcommittee does not count towards the quorum requirement.

### **6.1.1 Subcommittee Proxy**

Only subcommittee members vote on actions before the subcommittee. Proxies are not recognized in the conduct of the TSCSC's business.

## **6.2 Participation**

Participation in subcommittee meetings is governed by the MAPP Restated Agreement.

From Section 11.4.3 of the MAPP Restated Agreement: “Any person duly authorized by an applicable Member may participate in any meeting of any committee or subcommittee as a non-voting observer.” TSCSC meetings are open to RTC Members and their guests.

## **6.3 Subcommittee Action**

TSCSC actions are governed by the MAPP Restated Agreement. From Section 7.9.6(b) of the MAPP Restated Agreement: “...actions or decisions by a subcommittee of the RTC shall require the affirmative votes of two-thirds of the Representatives of the Transmission Owning Members present and voting and two-thirds of the Representatives of the Transmission Using Members present and voting, each Representative having one vote.”

### **6.3.1 Taking Action on an Item Not Described in the Agenda**

From Section 11.4.1 of the MAPP Restated Agreement: “Action may be taken on a matter not described in the agenda for a meeting if 90% or more of the votes of the Representatives or Alternative Representatives present and voting, including such votes in the Executive Committee as specified in Section 5.1.2 and in the Pool Committee as specified in Section 6.4.4, are cast in favor of taking up the matter.”

The TSCSC shall consider waiving the 10-day notice requirement only in exceptional or emergency circumstances, and not simply as a convenience. The RTC may establish additional requirements for its subcommittees regarding the use of this 10-day waiver practice.

## **7 Meeting Minutes**

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All subcommittee meetings shall be recorded through accurate and timely meeting minutes. The Secretary shall draft meeting minutes and submit them to the subcommittee for review.

The Secretary shall maintain a history of subcommittee actions in sufficient detail to facilitate the establishment of precedent for consideration during subcommittee deliberations. The Secretary shall make this history available to the subcommittee at their meetings and other RTC members upon request.

Except as otherwise directed through action of the TSCSC, changes approved by the TSCSC to the MAPP Policies and Procedures for Transmission Operations document shall be posted as soon as practicable to the MAPP OASIS.

### **7.1 Draft Meeting Minutes and Meeting Highlights**

The Secretary shall draft meeting minutes and submit them to the subcommittee members for review within ten business days following the meeting.

To facilitate the prompt communication of actions taken by the subcommittee, the Chair and Secretary shall write and publish meeting highlights listing the actions and decisions taken by the subcommittee no later than two business days following a meeting of the subcommittee. The meeting highlights shall be sent to the subcommittee and the RTC and published on the www.mapp.org website.

## **7.2 Approved Meeting Minutes**

The Secretary shall include draft minutes in the agenda material sent to the subcommittee and the RTC. The subcommittee shall review their previous meeting's minutes at their next meeting. Once the meeting minutes are approved by the subcommittee, the minutes shall be sent to the subcommittee and RTC e-mail distribution lists and posted on the www.mapp.org website.

## **8 RTC Review of Subcommittee Action**

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The RTC reviews the actions of the subcommittee at the request of any RTC Member or Regulatory Participant. See Section 7.9.6 (c) of the MAPP Restated Agreement.

## **9 Criteria for Subcommittee Action**

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The subcommittee utilizes the following documents and references as guidance to resolve matters that come before it.

- MAPP Restated Agreement
- MAPP Schedule F
- MAPPCOR-MISO Seams Operating Agreement
- MAPP Policies and Procedures
- FERC Regulations
- RTC Actions
- Past Subcommittee Actions

The subcommittee seeks a fair and equitable outcome when deciding on matters before it. The subcommittee strives for consistent administration of regional practices and adherence to the principal of comparability in access to the transmission system.