



To: All parties that present to the Council
From: The Energy Efficiency and Resource Management Council
CC: Becca Trietch / OER
Date: March 19, 2020
Subject: Council Member Question-Response Process

PURPOSE

This document outlines a recommended process through which the Rhode Island Energy Efficiency and Resource Management Council (EERMC) can ensure that Council member questions are thoroughly answered by parties presenting to the Council.

Historically, not all Council member questions have been answerable during a Council meeting. There also has been little accountability for parties that receive questions and no clear pathway to share answers with all parties and members of the public.

The process described below is recommended as a means of remedying these issues.

PROPOSED QUESTION-ANSWER PROCESS

If a Council member would like follow-up on a question that was not fully answered during a Council meeting, the Council member shall direct the Executive Secretary of the Council – the Office of Energy Resources (OER) staff – to note the question and to whom it was directed within a “Outstanding Question List” section to be located at the end of Council meeting minutes.

Not more than one week after the Council meeting, the Executive Secretary will email any parties to whom an outstanding question was posed. The parties shall be provided the question in writing and shall be directed to provide a written answer or status update on an answer to the Council at least 7 days before the next full Council meeting.

The written answers or updates shall be included as meeting materials for the next Council meeting and thereby incorporated into the public record.

If questions remain unanswered, the email reminder process shall be repeated until the question is answered or is removed from the “Outstanding Question List” by the Council member who asked the question or the Chair or Vice Chair of the Council.