STATE ENERGY ADVISORY BOARD
United States Department of Energy

Advisory Board Charter

1. **Board's Official Designation.** State Energy Advisory Board (STEAB)

2. **Authority.** This charter establishes the State Energy Advisory Board pursuant to Public Law 101-440, the State Energy Efficiency Programs Improvement Act of 1990. The State Energy Advisory Board is being renewed in accordance with provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2. This charter establishes the STEAB under the authority of the U.S. Department of Energy.

3. **Board's Objectives and Scope of Activities.** In accordance with Section 365 of the Energy Policy and Conservation Act (42 U.S.C. 6325; the "Act"), as amended by Section 5 of the State Energy Efficiency Programs Improvement Act of 1990 (Pub. L. 101-440), the Board shall:

   (a) Make recommendations to the Assistant Secretary for Energy Efficiency and Renewable Energy on the energy efficiency goals and objectives of programs carried out under Parts D and G of the Energy Policy and Conservation Act and under Part A, Title IV, of the Energy Conservation & Production Act, and make administrative and policy recommendations to improve these programs, including actions that should be considered to encourage non-Federal resources (including private resources) to supplement Federal financial assistance;

   (b) Serve as a liaison between the States and the Department of Energy on energy efficiency and renewable energy resource programs;

   (c) Encourage transfer of the results of the energy efficiency and renewable energy activities carried out by the Federal government; and

   (d) Submit an annual report to the Secretary and Congress on the activities carried out by the Board in the previous fiscal year.

4. **Description of Duties.** The duties of the Board are solely advisory in nature.

5. **Official(s) to Whom this Board Reports.** In accordance with Section 365 of the Act, the Board will report to the Secretary through the Assistant Secretary for Energy Efficiency and Renewable Energy.

6. **Agency Responsible for Providing the Necessary Support for this Board.** The U.S. Department of Energy (DOE). Within DOE, primary support shall be furnished by the Office of Energy Efficiency and Renewable Energy.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs associated with supporting the Board are approximately $245,000, including 0.5 work year (FTE) of staff support.

8. **Designated Federal Officer.** A full-time or permanent part-time DOE employee, appointed in accordance with agency procedures, will serve as the DFO (or designee). The DFO or designee will approve or call all of the advisory Board's and subcommittees' meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest.

9. **Estimated Number and Frequency of Meetings.** The Board shall meet approximately three times each year, or as deemed appropriate by DOE. As required by FACA, the Board will hold open meetings unless the Secretary of Energy determines that a meeting or a portion of a meeting may be closed to the public in accordance with subsection (c) of section 552b of title 5, United States Code.

10. **Duration.** Continuing in nature.

11. **Board's Termination Date.** The Board terminates two-years from the Charter filing date, and may not meet if the Charter is not renewed biennially.

12. **Membership and Designation.** The Board shall consist of no fewer than 18 or more than 21 members, appointed by the Secretary. At least eight members shall be directors of the State office responsible for developing State energy conservation plans pursuant to Section 362 of the Energy Policy and Conservation Act, and at least four members shall be directors of State or local low-income weatherization assistance programs. Other members shall be persons who have experience in energy efficiency or renewable energy programs from the private sector, consumer interest groups, utilities, public utility commissions, educational institutions, financial institutions, local government energy programs, or research institutions. Other members may include State, local, county, and city government officials who meet one of the statutory categories. Of the members initially appointed to the Board, one-third shall serve a term of one year, one-third shall serve a term of two years, and the remainder shall serve a term of three years, as specified by the Secretary. Thereafter, members of the Board shall serve a term of three years. The Board shall be nonpartisan. In accordance with Public Law 101-440, a Chair and Vice Chair shall be appointed by the Secretary. Each shall serve in his or her respective office no longer than two years. The Board may elect one of its members Secretary of the Board.

    The Board may adopt administrative rules and procedures.

    Members of the Committee serve without compensation. However, each appointed member may be reimbursed for authorized per diem and travel expenses incurred while attending Board meetings in accordance with Federal Travel Regulations.

13. **Subcommittees.** The Department of Energy has the authority to form subcommittees. The objectives of the subcommittee(s) are to make recommendations to the parent Board with respect to matters which are related to the responsibilities of the parent Board. Such subcommittees or workgroups may not work independently of the chartered Board and must report their recommendations and advice to the full Board for full deliberation and discussion. The subcommittee(s) shall be comprised of such members of the parent Board as may be determined by the Chairman of the parent Board. All actions of the subcommittee(s) shall be consistent with the Federal Advisory Committee Act (P.L. 92-463), the Department of Energy Organization Act (P.L. No. 95-91), and any germane implementing directives.

14. **Recordkeeping.** The records of the Board and any subcommittees shall be handled in accordance with General Records Schedule 6.2 and Administrative Record, Schedule 16, Item 8b(1.1) and approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. **Filing Date.**

Date filed with Congress: July 25, 2016

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Committee Management Officer