

Frequently Asked Questions—UTC's Resolution Process

1. Why Is UTC Establishing a Resolutions Process?

The goal of the resolutions process is twofold: One, Encourage core-member engagement by establishing a core-member-driven process to propose, draft, and debate policy resolutions; and Two, Make UTC a more effective and transparent advocacy organization by providing a "paper trail" of our positions and how we arrived at them.

Through this process, UTC staff will be given clear, "big picture" direction from our members for UTC's policy priorities, what issues to weigh in on and what positions to take on those issues.

2. How Did UTC Establish its Resolutions Process?

The resolutions process is an outgrowth of UTC's 2016 Strategic Membership Plan. In developing the Plan, the UTC Board of Directors in November 2016 directed UTC to implement a process for the creation of policy resolutions. After the Board approved the resolutions concept, UTC created a Task Force of member utility representatives to analyze best practices in other trade associations and propose a process for UTC to adopt. Because the policy resolutions will primarily address issues and entities in Washington, D.C., the UTC Board designated the Public Policy Division (PPD) as the Committee/Division/Council responsible for overseeing the resolution-development process.

The Task Force developed a process that was reviewed by the PPD during its October 2017 monthly meeting and then approved by the PPD in November 2017; this plan was then approved by the UTC Board in December 2017. After the Board approved the process, UTC staff began implementation. The Membership Meeting at the May 2018 Telecom & Technology Meeting will be the inaugural UTC resolutions proceeding.

3. How Does the Resolutions Process Work?

Each November, UTC staff will send a "Call for Resolutions" that will be considered at the next year's Telecom & Technology Membership Meeting. For 2018, this call went out in December 2017 due to the Board of Directors having just approved the process at their meeting that month.

Only UTC "core" utility members can propose a resolution. If an associate or vendor member wishes to weigh in on a policy, they must work with a core utility member to develop a resolution and sponsor it. Resolutions can address issues relevant to UTC's

mission and focus on policy issues impacting utility Information and Communications Technology (ICT) systems. Resolution ideas and proposals are due to the UTC Public Policy Team by January 31 each year.

From there, the Public Policy Division will officially “accept” the draft resolutions during its February call. On the call, PPD members will discuss the resolutions, but take no other official action. At that point, PPD members can discuss and propose potential amendments to the draft slate of resolutions. These discussions occur over the next month until PPD’s March call, at which point the PPD members will vote on the resolutions. Members can amend the resolutions in advance of this vote. PPD must approve the resolutions before they are considered by the UTC core membership attending the Telecom & Technology annual meeting.

Once approved by PPD, the resolutions will be made available to all UTC core members through a members-only portal on the UTC Website no later than two weeks before the Telecom & Technology conference. For the 2018 conference, UTC released the [resolutions](#) on April 23.

Although approved by PPD, the resolutions can still be amended up to and even during the Membership Meeting at the Telecom & Technology conference. Resolutions are not considered final until approved by a majority of core UTC members attending the Membership Meeting.

Any resolutions approved by the core UTC members at the Membership Meeting will be considered UTC policy. The final resolutions will be posted on a public-facing section of the UTC Website and released to the media. The resolutions will guide UTC advocacy efforts in Washington and elsewhere.

4. How Is a Resolution Amended?

Core UTC members can amend a resolution at any time after the PPD formally accepts them in February. PPD members are encouraged to discuss the resolutions once they have been accepted prior to the March call. During the March call, PPD members will discuss and debate the resolutions before voting on them. At that point, PPD members can offer amendments during the discussion. If the majority of members on the call accepts the amendment, it will be accepted and folded into the resolution.

The next formal opportunity to amend the resolutions is during the Membership Meeting at the Telecom & Technology conference. Once the PPD-approved resolutions are released to the core UTC members, core UTC members are encouraged to discuss the resolutions and any potential concerns they may have. Members are encouraged to

work together to develop language that appeases their concerns in order to gain as much support for their potential amendments in advance of the Membership Meeting.

During the Membership Meeting, core UTC members will have an opportunity to propose their amendments to the resolutions. If the majority of core UTC voting members agrees, the amendments will be made to the resolutions. Additionally, if core UTC members are unable to agree on an amendment, a motion can be made to table the resolution for future consideration.

5. What Is a Core UTC Member? Why Is Voting Limited Only to Core UTC Members?

A core UTC member is a utility member. In order to properly reflect our membership composition, the UTC Board determined that only utility members of UTC can propose and vote on resolutions. This is also true of how the UTC leadership is elected. Only officials from core utility members can be elected to officer and leadership positions within the Association. Therefore, the UTC Board determined that only core utility members can propose and vote on resolutions.

6. How Are Voting Members Designated? How Many Times Can a Utility Vote?

As mentioned above, the UTC Board of Directors determined that only core utility members can vote on resolutions. Additionally, each core utility member must designate one representative to cast the utility's vote. If your utility is sending more than one person to attend the Telecom & Technology conference, only one representative can vote. The UTC Board established this policy to give each utility one vote. Because some core UTC members can only send one representative to the Telecom & Technology conference, the UTC Board determined that for fairness, each core member is only granted one vote.

For simplicity's sake and given that each utility member, regardless of its size, can bring value to the broader membership, the Board-approved process states that each utility member gets one vote at the membership meeting.

Core utility members must designate their voting member and notify the UTC Public Policy Team in advance of the meeting. Additionally, there will be opportunities during the T&T conference and in advance of the membership meeting to notify the [Public Policy Team](#) – whose names and contact information is listed below.

7. Can UTC Associate Members Cast a Vote or Otherwise Participate in the Resolutions Process?

Not directly. Only core UTC members can vote and propose resolutions. If an associate member wishes to propose a resolution, it must find a core utility member willing to introduce the resolution. If an associate member wishes to amend a resolution, they must find a core UTC member willing to introduce the amendment. Associate members do not have a voting role.

8. I Am a Core UTC Member But Not a Member of the Public Policy Division—Can I Propose an Amendment? If So, When and How Can I Do So?

Core UTC members can offer amendments to the resolutions once the PPD has approved them during their March call. One easy way to get involved earlier is by participating in PPD. However, if this is not feasible, you can offer an amendment at any time after the PPD approves the resolutions and until the resolution is voted on at the Membership Meeting at the annual conference.

Think of the PPD like a congressional committee. In Congress, most legislation must get approved by a committee before it gets to the House of Representatives and Senate floor for final vote. Any member of Congress can propose to amend legislation after it gets out of the relevant committee. In our case, PPD is the committee, and the Membership Meeting at the Telecom & Technology conference is the House of Representatives or Senate floor.

Any resolutions to be considered at the Membership Meeting will be posted on a members-only portal on the [UTC Website](#). A link to this Website will be sent to all members via email and in the weekly *Industry Intelligence* newsletter. Additionally, the resolutions are distributed regularly via email to the PPD community as well as to the OpenForum within NetWorks. Core utility members are encouraged to read the resolutions and discuss them with their fellow UTC core members in advance of the Telecom & Technology conference. We will also have some hard copies available at the registration desk during the conference.

During the Membership Meeting portion of the conference, the resolutions will be brought to a vote. At any time during this meeting, a core utility member can propose an amendment to any resolution. If the amendment has the support of the majority of the membership attending the membership meeting, it will be accepted and the resolution will be amended.

9. What Happens After the Vote at the Telecom & Technology Conference?

Any resolutions approved by the membership will become official UTC policy. The UTC staff will use these positions to guide and supplement their advocacy efforts in Washington and elsewhere. The resolutions will be posted online, released to the trade media, and communicated to stakeholders as needed.

Note that the resolutions themselves are intended to be relatively high-level and will not eliminate the need for UTC staff to consult with UTC members on specific regulatory proceedings that get into a higher level of detail not explicitly addressed in the resolutions. However, the resolutions will enable the members and staff to have a clear understanding of the overarching position that UTC will take in these key proceedings, an important “level-setting” for all involved.

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