

## **LISEIA Governing Rules & Regulations**

*Revised & Accepted: 8/27/11*

### **I. Governing Documents**

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This document, including the LISEIA Code of Ethics & Standards of Conduct, jointly represents the governing documentation by which LISEIA membership is administered. Such rules and regulations shall be reviewed and revised as necessary by LISEIA elected officials at least every two years.

### **II. Mission**

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The mission of LISEIA is to promote a healthy, ethical and vibrant solar industry on Long Island, which includes influencing and sponsoring wise policy for local industries and organizations, and local, state and Federal governments.

### **III. Member Classification**

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#### ***Requirements***

- ***NYSEIA Member*** - Member of NYSEIA, and therefore agrees to its requirements.
- ***Ethics*** - Signed statement (by company owner) agreeing to "*LISEIA Code of Ethics and Standards of Conduct.*"
  - All members consent to the LISEIA ethical review process. Any member found to be in violation of the Code of Ethics may be removed from the list by a 2/3 vote of the Steering Committee.
- ***Participation*** –
  - Before an individual or company can become a member of LISEIA, they must attend minimum of 4 LISEIA general meetings over an 18 month period.
  - At least one company representative shall be present at 75% or more group meetings per annum. If the individual or organization does not have representation, membership status will be removed.
- ***Long Island Based Business*** - Company must be based, or doing business, on Long Island, NY.
- ***Good Standing*** - Must be "In Good Standing" as categorized by LISEIA Steering committee, and other accepted industry authorities (ie. LIPA and RELI, depending).

- LISEIA Contractor Listing - To be listed as a LISEIA Member Contractor, the company must meet the minimum requirements to be listed on the Renewable Energy Long Island (RELI) contractors “**Pending**” list.
  - **With exception of the three years in business requirement**
  - **Non-qualifying contractors will still be listed on the Associates list**

### **Benefits**

- Full Member Mailing List - On complete membership mailing list.
- LISEIA Full Member/Contractor Distribution Listing - Listed on the publicly visible website as a "full member" of and supporter of LISEIA. Designated area for pasting a history and logo describing your company. List is distributed at events accordingly.
- Member's Only Website Access - Access to "Member Only" component of website.
  - Access to Meeting Minutes.
  - Access to "Workforce Listing" of recent graduates from BCC, FSC, and other certified training courses.
- Branding - Access to "Member of LISEIA" logo and branding for company material (website, business cards, company flyers, etc).
- Steering Committee - Ability to participate in the LISEIA Steering Committee.
- Voting Rights - Ability to vote for LISEIA officials, and directly participate in decision making process.

## **IV. Associate Classification**

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### **Requirements**

- All people and organizations are welcome to become Associate Members of LISEIA.

### **Benefits**

- Associate Mailing List - Included on information sent to Affiliate Membership list.
- Meetings & Sponsored Events - Welcome to participate in LISEIA general meetings and sponsored events.

## **V. Member & Associate Categories & Representation**

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### **Representation Type**

- Individual Membership (ie. "I represent myself as a member.")
  - Company Membership (ie. "By way of my company, I am represented.")
- Both types of representations are allowed. However, a person cannot be *both* an individual member and a member by way of their company concurrently.

### **Voting**

- Business/organization members get one vote.
- Individuals get one vote (Assuming they are not part of business or organization).
- Quorum – **2/3rds of any deliberative body shall constitute a quorum for voting. This applies to general membership meetings, annual steering elections and all committees including steering.**

## **Membership Business / Organization Categories**

- Contractor
- Government / Press
- Individual / Public
- Inspection
- Not-for-profit
- Professional (Engineer / Architect / Law / Fiscal)
- Supplier / Manufacturer
- Training / Education

## **VI. Steering Committee Make-Up & Organization**

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### **Responsibilities**

*It is the responsibility of the Steering Committee to conduct the business of LISEIA. General responsibilities & requirements are outlined as follows.*

1. Set Policy & Objectives - By gathering information in consultation with other market actors, including industry partners and advocate, discuss and adopt policy that furthers the goals of the Long Island solar industry.
2. Resource Allocation & Organization - Identify, support and prioritize initiatives which further LISEIA goals by dedicating resources to appropriate efforts.
3. Meetings & Attendance
  - a. Meet at least 10 times per year or more frequently as needed
  - b. Must have a minimum number of five voting members in attendance to constitute an official steering committee meeting
4. Minutes - Keep a complete and accurate account of all meetings
5. Expert Assistance - Seek expert advice when needed
6. Conflict of Interest – Avoid any conflict of interest or even the appearance of a conflict and maintain a conflict of interest policy
7. Liability Insurance - Assessing the need for liability insurance to protect members and officers from legal liability
8. Diversity - Ensuring and establishing processes for selecting new Steering Committee members which will result in a diversity of viewpoints, seeking out individuals with commitment, skills, life experience, background, and other characteristics that will serve the Steering Committee and the solar industry on Long Island.
9. Annual Meeting & Elections - Convening an annual meeting and election of Steering Committee members
10. Subcommittee Participation - To maintain and ensure liaison between all sub-committees and the Steering Committee, each Steering Committee member will serve on 1 sub-committee(s).

## **Membership Requirements**

- Active LISEIA Participation - Members must personally attend a minimum of 4 LISEIA general meetings over an 18 month period before becoming a Steering Committee member or Officer.
- Make-up - The Steering Committee shall consist of 25% of the members not to exceed 9, not less than 6, reviewed on an annual basis. **The number of committee seats will be based on the total membership 60 days before the annual steering elections.** This number shall include the officers of the group including but not limited to: Chairman, Legislative Advocate, Vice-Chairman and Secretary.
- Steering Committee Member Elections - Steering Committee member elections shall be **conducted in the first group meeting in the fourth quarter of the year (typically October or November).**
- Executive Committee Appointments - Officers (members of the Executive Committee) will be selected by the next Steering Committee meeting following the general election. Each officer shall serve a 1 year term.
- Committee Size - There shall be no more than 6 non-officer Steering Committee members.
- Term Length - Steering Committee members shall be elected to terms of 2 years. The first group shall be elected as follows: 3 members for 1 year each and 3 members for 2 years each. Thereafter, no more than 3 seats will be open for election per year.
- NYSEIA Participation - It is expected that any LISEIA member who serves on the LISEIA Steering Committee, would make themselves available to run for the NYSEIA board.

## **VII. Executive Committee**

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### **Responsibilities**

*The Executive Committee shall act in the absence of the ability of the Steering Committee to convene or act in a timely way. Responsibilities of the officers shall be determined by the Steering Committee. General responsibilities are as follows:*

1. Enacting Policy - Enact policy decisions of Steering Committee as designated by that body as the public face of the LISEIA
2. Setting Agenda - Set meeting agenda with input from the Steering Committee
3. Maintain Records - Maintain official and accurate proceedings and correspondence
4. Management - Lead and manage meetings

### **Composition & Selection**

The Executive Committee shall be comprised of 4 “Officers” including, but not limited to: Chairman, Vice-Chairman, Secretary and Legislative Advocate. The Legislative Advocate shall be the de-facto chairman of the Legislative Sub-committee of the Steering Committee.

All Steering Committee members are eligible for any of the Executive Committee positions. Executive Committee positions are chosen by vote of peers from within the Steering Committee for a term of 1 year. Members may be reappointed to the same position for consecutive years.

Each officer of the Steering Committee shall maintain active liaison with one of the standing Sub-committees of the Steering Committee, either by their choosing or by request of the Steering Committee, to ensure smooth facilitation and execution of the initiative to the Sub-committees.

## **VIII. Policy & Governance Sub-Committees**

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Such groups are intended as the working level of LISEIA. Someone from the Steering Committee shall chair or vice chair each of these sub-committees and serve as liaison with the Steering Committee. A clear mission shall be developed by the Steering Committee, with input from the subcommittee members, for each of these subcommittees and any future subcommittees. Subcommittees should be kept purposefully small to ensure clarity and speed.

## **IX. Amendments & Referendums**

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Rules / process for making amendments to the Governing Rules & Regulations:

1. LISEIA Members (not Associate Members) may submit suggested amendments by Email to [info@liseia.org](mailto:info@liseia.org) and/or in written form to the Secretary.
2. Suggested amendments will be posted on the LISEIA forums for review by the membership in a section dedicated for that purpose, by the LISEIA Webmaster.
3. Suggested amendments will be voted on by LISEIA members annually at the midterm members meeting (meeting closest to 6 months before the fourth quarter elections). Time must be allowed at the meeting for open discussion of any amendment prior to a vote being taken. An amendment must have the support of 2/3'ds of the members voting.
4. For an amendment to be voted upon, it must have been on the website for a minimum of 14 days to allow time for membership review prior to the meeting.