

The Petroleum Industry Data Exchange, Inc. (PIDX) Executive Committee approved the creation of the Downstream Work Group. The Work Group shall address specific activities, issues and/or operational responsibilities of PIDX consistent with the mission, strategic objectives and business plan of PIDX. The Work Group shall be governed by the PIDX Bylaws, Procedures for Standards Development and this Charter.

#### **MISSION STATEMENT**

- Support organizations participating in the petroleum downstream market sector.
- Promote process and technology standards that facilitate seamless and efficient electronic business for downstream organizations.

#### **VISION STATEMENT**

- Act as custodian of all electronic business standards and codes for the oil and natural gas industry, its trading partners, and vendors participating in the petroleum downstream market sector.

#### **GUIDING PRINCIPLES**

- Conduct meetings in full compliance of all national, regional, and local laws, regulations, and ordinances; including those of other relevant jurisdictions and subscribing to PIDX's Antitrust Compliance Guide adhering to PIDX's policy on Compliance with Antitrust Laws.
- Act within the authority prescribed by the PIDX Executive Committee.
- General meetings are open to all interested parties, regardless of PIDX Membership Status.
- Promote participation and membership in PIDX to all interested parties with concerns in the development and maintenance of electronic business standards supporting the petroleum downstream market sector.

#### **SCOPE**

- Act on membership requests to define, develop, and promote electronic business standards and processes for organizations participating in the petroleum downstream market sector.

#### **ORGANIZATION**

- Headed by elected officers: Chair, regional Vice Chairs, and Secretary; drawn from the general membership to serve a two year term. The Office of Chair being approved by the PIDX Executive Committee.
- Officers, and all functional area work group leaders, will constitute a Steering Committee.
- Nomination and Election of Steering Committee members will occur every other year with terms to begin immediately upon election.
- At the discretion of the Steering Committee, special elections may be coordinated by the Steering Committee upon notification of an Elected Officer or functional area work leader vacancy. The newly elected will complete the remaining term of the vacated position.
- The Steering Committee exercises authority to create, amend, and dismiss functional area work groups or their Leader.
- The Steering Committee can at anytime call a meeting restricted to general members for discussion of Work Group business.

**MEMBERSHIP**

- General membership is composed of PIDX Members and registered Participants interested in the development of electronic business standards supporting the petroleum downstream market sector.
- Each registered PIDX Member, in good standing, represents one vote on Work Group business and project matters.
- A Member is considered inactive by nonattendance at 3 consecutive meetings. Meetings may include conference calls or face-to-face gatherings.
- Any general member may submit a motion to be considered for Work Group vote.