Drive Electric Minnesota Bylaws

Adopted September 9, 2025

Article I: Name

The name is Drive Electric Minnesota (the “coalition”).

Article II: Purpose

The purpose of the coalition is to encourage the deployment of electric vehicles (EVs) and the establishment of EV charging infrastructure through public-private partnerships, financial incentives, education, technical support, and public policy. The coalition believes EVs are an essential component of energy efficiency and cleaner transportation in Minnesota that is both financially and environmentally sustainable. Advancing EV deployment will benefit Minnesotans by reducing transportation costs, providing cleaner air, and offering energy independence.

Article III: Great Plains Institute

Drive Electric Minnesota is facilitated by the Great Plains Institute. As such, the Great Plains Institute shall maintain membership information, control funds, and distribute funds with guidance from the steering committee in accordance with the coalition’s purpose. Additionally, the coalition will adhere to the Great Plains Institute’s fiscal policies.

Article IV: Coalition Membership

1. Any person involved in Minnesota’s transportation electrification industry shall be eligible to apply to join the coalition as a member. The steering committee shall review applications and determine who can be admitted as a member.
2. Any member of the coalition shall be enrolled as a member of this coalition upon payment of dues for the current year or approval as an in-kind member by the steering committee. Thereafter, dues shall be paid in advance each year. Any dues-paying member of this coalition whose annual dues are more than three months past due shall cease to be a member. A member removed from the coalition for nonpayment of dues shall be reinstated when the arrearages are paid. Members enrolled and whose dues are paid, in addition to approved in-kind members, shall constitute the membership of this coalition and are entitled to receive the benefits extended by the coalition to its members.
3. The steering committee will decide on membership levels and may create new categories, such as an “observer” category with reduced benefits.
4. Membership benefits include the following:
    1. Invitation to attend quarterly member meetings
    2. Invitation to serve on a committee

3. First-hand access to tools developed by staff
4. Subscription to the coalition's quarterly newsletter
5. Name or logo on the coalition's website
6. Organization featured on the coalition's blog
7. Promotion of organization events on the coalition's website and social media
8. Opportunity to submit topical blog posts for publication on the coalition's website

Article V: Steering Committee

1. **Purpose:** The steering committee shall be responsible for advising the Great Plains Institute staff on coalition strategy, coalition membership, coalition expenditures, and coalition fundraising. Members shall have an active role in framing annual membership campaigns and conducting outreach to prospective members.
2. **Membership:** Any coalition member in good standing is eligible for membership on the steering committee, which will consist of seven (7) to nine (9) members.
3. **Appointment**: Members shall first apply to serve on the steering committee and be appointed by the Great Plains Institute. Thereafter, members shall be elected by a simple majority of the existing members. Members will self-nominate through an online application.
4. **Term**: Each steering committee member's office term shall be at least three years. At the discretion of Drive Electric Minnesota and Great Plains Institute staff, members may serve unlimited terms.
5. **Designation**: The steering committee officers shall be the chairperson, vice-chairperson, and secretary.
    1. **Election**: Officers shall be elected by a simple majority of the steering committee members annually. Any steering committee member is eligible to self-nominate to serve as an officer. To self-nominate, a prospective officer must do so in writing to coalition staff at least seven days before the election.
    2. **Term**: Each officer's term of office shall be one year. Officers may serve more than one term at the steering committee's discretion.
    3. **Duties**:
        1. **Chairperson**: The chairperson presides over meetings, determines whether a quorum is met at meetings, reviews agendas prepared by staff, seeks agenda requests from other members, represents the steering committee in appropriate meetings alongside staff, and ensures a successful transition to the subsequent chairperson.

2. **Vice-Chairperson**: The vice-chairperson assumes the duties of the chairperson in their absence.
3. **Secretary**: The secretary records action items during meetings, reviews staff-prepared meeting notes for accuracy, suggests and drafts items for committee correspondence when appropriate, and holds staff accountable for making progress on steering committee business. Additionally, if neither the chairperson nor the vice-chairperson is present at a regular steering committee meeting, the secretary will determine whether a quorum is met.

4. **Removal**: Should an officer be unable to assume their duties, they may be removed as an officer by a two-thirds majority of the steering committee. The steering committee may also remove that officer from the steering committee by a two-thirds majority.

6. **Meetings**:
    1. **Regular Meetings**: The steering committee shall meet online every other month. At the chairperson's request, regular meetings may occur in person.
    2. **In-person Meeting**: The steering committee will meet in person at least once per year, and it may coincide with a quarterly member meeting.
    3. **Special Meetings**: Special meetings may be called at the chairperson's request.
    4. **Notice**: All steering committee members shall be notified of all meetings at least seven days in advance. Special meetings may be scheduled with less notice at the chairperson's discretion.
7. **Quorum:** A quorum for business transactions shall consist of at least 50 percent of the total number of steering committee members. The chairperson, or another acting officer in their absence, will determine whether the committee has a quorum at the beginning of all committee meetings. Business may continue with less than the quorum, except for a vote, at the chairperson's discretion.
8. **Voting:** Decisions will be made by consensus (i.e., general agreement). If consensus cannot be reached, and a decision must be made, decisions will be made by a simple majority of steering committee members present upon the chairperson's request unless otherwise specified in these by-laws. In these cases, each steering committee member shall have one vote.
9. **Subcommittees:** Subcommittees may be formed as deemed necessary by the steering committee. The chairperson will appoint subcommittee members and may invite external experts to inform subcommittee decisions as needed.
10. **Conflict of Interest:** Drive Electric Minnesota is committed to operating with integrity, transparency, and in the best interest of its shared mission. All steering committee members are expected to act in good faith and prioritize the coalition's mission, avoiding situations where their personal interests conflict with the interests of the coalition. A

"Conflict of Interest" occurs when a steering committee member's private interests (or the interests of their close family members or organizations they are closely tied to) could potentially influence, or appear to influence, their decisions or actions as a member of the steering committee. This includes situations where a steering committee member, or their close connections, might benefit financially or personally from a coalition decision or activity.

1. **Responsibility to Disclose:** If a steering committee member, a close family member, or an organization they are closely tied to, have a personal interest that might conflict with the coalition's interests in a matter being discussed or decided by the steering committee, they must:
    1. **Tell leadership immediately**: Inform the chairperson and GPI staff as soon as they become aware of the potential conflict.
    2. **Share the details**: Explain the nature of the conflict fully and honestly.
    3. **Step back from the decision**: The member should not participate in the steering committee's discussion or vote on the matter. They may be asked to provide factual information, but they should then excuse themselves from further deliberation.
2. **How Conflicts are Handled:** When a potential conflict of interest is disclosed by a steering committee member:
    1. The other disinterested members of the steering committee will review the situation.
    2. Their primary goal will be to ensure that any decision made is fair, beneficial to the coalition, and free from undue influence.
    3. They will decide how best to proceed, which may include seeking alternative solutions or, if appropriate, approving the action only if it is clearly in the coalition's best interest.
    4. The steering committee's meeting notes will record the conflict and how it was handled.
3. **Adherence to this Policy:** All steering committee members are expected to abide by this Conflict of Interest policy. Failure to do so may result in review by the steering committee and appropriate action to protect the coalition's interests.

Article VI: Policy Committee

1. **Purpose:** The policy committee shall be responsible for developing and advocating for the coalition’s policy priorities.
2. **Membership:** Any coalition member in good standing shall be eligible to participate in the policy committee. Coalition members with an active lobbying presence in Minnesota will be strongly encouraged to participate.

3. **Meetings**:
    1. **Regular Meetings**: The policy committee shall meet online monthly during the legislative session.
    2. **Special Meetings**: Special meetings may be called at the request of Drive Electric Minnesota staff.
    3. **Notice**: All committee members shall be notified of all meetings at least seven days in advance. Staff may schedule special meetings with less notice. Every effort will be made to ensure broad committee attendance at scheduled meetings.
4. **Voting:** Decisions will be made by consensus (i.e., general agreement). If consensus cannot be reached and a decision must be made, the steering committee will take up the issue.
5. **Subcommittees:** The policy committee may form subcommittees as necessary. Any member of the policy committee is eligible to serve on a subcommittee. Staff may invite external experts to inform subcommittee decisions as needed.

Article VII: Communications and Outreach Committee

1. **Purpose:** The communications and outreach committee shall develop, maintain, and execute the coalition's communications plan.
2. **Membership:** Any coalition member in good standing can participate in the communications and outreach committee. Coalition members with a strong electric vehicle education presence in Minnesota will be encouraged to participate.
3. **Meetings**:
    1. **Regular Meetings**: The communications and outreach committee shall meet online monthly.
    2. **Special Meetings**: Special meetings may be called at the request of Drive Electric Minnesota staff.
    3. **Notice**: All committee members shall be notified of all meetings at least seven days in advance. Staff may schedule special meetings with less notice. Every effort will be made to ensure broad committee attendance at scheduled meetings.
4. **Voting:** Decisions will be made by consensus (i.e., general agreement). If consensus cannot be reached and a decision must be made, the steering committee will take up the issue.
5. **Subcommittees:** The communications and outreach committee may form subcommittees as necessary. Any committee member is eligible to serve on a subcommittee. Staff may invite external experts to inform subcommittee decisions as needed.

Article VIII: Amendments

These by-laws may be amended at any regular or special meeting, provided that notice of the proposed amendment has been given at least fourteen days before the meeting. Approval by a two-thirds majority of the steering committee membership is required for any amendment.

Article IX: Dissolution

Upon the dissolution of the coalition, any remaining assets shall be returned to the Great Plains Institute.

Article X: Adoption and approval

These by-laws are hereby adopted and approved by the undersigned steering committee members on this 9th day of September 2025.

Patrick Mathwig, Chairperson
Dakota Electric Association

Justin Partee

Justin Partee, Vice-chairperson
Connexus Energy

Crystal Pelkey
Crystal Pelkey (Sep 19, 2025 03:26:52 CDT)

Crystal Pelkey, Secretary
Minnesota Power

Anjali Bains
Anjali Bains (Sep 26, 2025 10:38:31 CDT)

Anjali Bains, Member
Fresh Energy

Richard Herod III (Oct 3, 2025 05:25:13 CDT)

Richard Herod III, Member
Car Guy Concierge

Jukka Kukkonen
Jukka Kukkonen (Sep 19, 2025 12:50:53 CDT)

Jukka Kukkonen, Member
Shift2Electric

Lexie Lyng
Lexie Lyng (Sep 21, 2025 10:11:48 CDT)

Lexi Lyng, Member
Minnesota Pollution Control Agency

Josh Mason
Josh Mason (Sep 19, 2025 16:35:53 CDT)

Josh Mason, Member
Rochester Public Utilities

Luke Meech

Luke Meech, Member
Otter Tail Power Company