



Ground Rules

Communication among Members and Meeting Attendees:

In order to facilitate an open and collaborative discussion, members and the public who attend meetings will agree to the following rules:

- 1) Only one person will speak at a time and no one will interrupt when another person is speaking.
- 2) Each person will express his or her own views rather than speaking for others at the table.
- 3) No one will make personal attacks or issue statements blaming others for specific actions or outcomes. If a personal attack is made, the facilitator may ask the members to refrain from personal attacks. If personal attacks continue, the facilitator may ask the group to take a break to "cool off."
- 4) Members will avoid grandstanding (extended comments and questions) in order to allow everyone a fair chance to speak and to contribute.
- 5) Each person will make every effort to stay on track with the agenda and to move the deliberations forward.
- 6) The Committee will provide opportunities for the general public's questions and comments.

Members are expected to communicate concerns, interests and ideas openly and to make the reasons for their disagreements clear. In the event that a member is unable to speak about a concern directly to another member, he or she can contact the facilitators by phone (or in person). The facilitators may serve as a channel for such concerns as well as work with parties between meetings, as necessary, to resolve conflict. Upon request, all information or views shared during conversations with the facilitators will be kept confidential.

Media:

All Committee meetings will be open to the public and the media.

Members are free to make statements to the press regarding their own opinions, but agree not to attribute statements to others involved in the process. No member should presuppose to speak for the group as a whole. In order to facilitate productive deliberations, members will make every effort to abide by the ground rules under the section "Communication" listed above while interacting with the media.

Consensus Building

Making Working Group Decisions:

The purpose of the Working Group is to learn about air toxics, share information, discuss concerns and viewpoints, identify a range of activities that various actors might undertake to reduce air toxics, prioritize those actions, and select actions to support and/undertake, including the allocation of pilot funds.

In order to make decisions, the Working Group will operate by consensus. Consensus means that there is no dissent by any member. Granting "consent" means that each member can live with the decision and support its implementation.

Along with the right to offer or consent or express dissent as a Working Group member, comes the responsibility of making clear the reasons for dissent and making every effort to offer an alternative proposal satisfactory to other members.

Members should remain at the table during deliberations to hear the full discussions in order to make informed judgments when decision-making occurs. Members may also choose not to consent on a decision, but to abstain without offering dissent. Absence will be equivalent to abstaining.

In order to ensure full participation, fairness, and legitimacy of decisions, the Working Group will:

- Designate significant decisions as including, but not limited to, finalizing/changing operating principles, prioritizing actions, selecting key actions to undertake, allocating pilot funds over \$500, and finalizing Working Group joint documents such as brochures, fact sheets, and reports.
- All significant decisions that need to be made will be, whenever possible included in meeting agendas distributed before meetings.
- Decision-making over significant decisions will take place over at least two meetings, whenever possible, to ensure adequate deliberation.
- All meeting summaries will include a listing of major decisions made and list the members in attendance that made the decision.

Electronic Approval:

The purpose of electronic approval is to efficiently make decisions on Working Group matters including approving new working group members.

1. Working Group Members receive e-mail with the subject line "WORKING GROUP DECISION ". There will be a deadline to approve a decision or nomination.
2. If a Working Group member has a concern then they will let the facilitator know and the issue will be revisited for discussion at the next meeting before a final decision is made.