**Ground Rules of the CAEECC-Hosted MT Working Group:**

*Note: These are the ground rules for all CAEECC Working Groups.*

**CAEECC Working Group Meetings**—These are dedicated meetings of CAEECC Members or their proxy/designees whose organizations are interested in specific topics of importance identified by the CAEECC (or the CPUC) for which CAEECC advice or recommendations are sought. The public will be given an opportunity to provide input periodically as time allows and at the discretion of the facilitator.

**At Meetings:**

1. Come prepared to discuss agenda items (by reviewing all documents disseminated prior to the meeting, conferring with your organization and other colleagues, etc.)
2. Be forthright and communicative about the interests and preferences of your organization and actively seek agreement if CAEECC recommendations/advice are being sought
3. Be clear so that everyone understands your interests and proposals
4. Be concise so that everyone who wants to provide input has an opportunity to do so
5. Minimize electronic distractions during meetings

**Between Meetings:**

1. Keep your organizations informed of developments in the CAEECC process
2. Confer with other Members during meeting breaks and in between meetings, as needed
3. Notify the Facilitator Team prior to the meeting (by telephone or e-mail) if you or your proxy cannot attend a meeting
4. Be responsible for actively tracking Facilitator Team and Co-Chair communications as well as relevant proceedings and policies
5. Provide input, feedback, and written material when requested by the Facilitation Team or Co-Chairs in a timely manner
6. Any presenter (Member or their proxy or designee) should have their presentation ready for posting at least five (5) business days prior to the meeting; and presenters should work with the Facilitator Team prior to the posting deadline to help ensure that materials are clear, concise, and on topic
7. Discuss pertinent matters with the Facilitator Team and Co-Chairs when and if the need arises

**Substantive Issues (Discussing Issues, Developing Options, and Exploring Agreement)**

1. The goal of the process is to fully explore substantive issues before the CAEECC, define options, elicit constructive feedback, clarify and narrow points of divergence, seek consensus where feasible, and document points of convergence and any remaining divergence.
2. During the substantive discussions, if a Member cannot agree with a substantive option under consideration that member should explain why and propose a specific alternative that he or she can support.
3. Documentation of consensus and multiple options on any particular issue in the Working Group’s Final Report would include a clear description of each option and supporting rationale, and include the Members supporting each option. The Working Group Members will review and approve the wording in the Final Report, and those supporting each option on a non-consensus issue will be responsible for drafting the final description and rationale for the option.
4. The Working Group in consultation with the CPUC will determine the most appropriate way to file the Final Report at the CPUC.
5. Prior to filing the Working Group’s Final Report, there will be an opportunity for other CAEECC Members who did not directly participate in the Working Group, to add their Organization’s name to the Report including ascribing to options for non-consensus issues (but not proposing any additional options).

**Process Issues**

1. For **process related issues** (including setting meeting dates, finalizing agenda designs, etc.) the Facilitator Team in consultation with the Co-Chairs, and after seeking input and feedback from Working Group Members, will have the responsibility to make these decisions.
2. All the other pre-existing CAEECC Facilitator roles and responsibilities will apply. See: https://docs.wixstatic.com/ugd/849f65\_68e76679fd054bd6ad34e1c2ba0a4168.pdf