



## Draft Ground Rules

The following Ground Rules are intended work in conjunction with the Bylaws and Charge adopted by the Napa County Groundwater Sustainability Agency (NCGSA) to further delineate the roles and responsibilities of Advisory Committee members and the expectations for members' self-conduct. Unlike the Bylaws and Charge which are the prerogative of the NCGSA, these Ground rules may be modified in consultation with the Advisory Committee and with joint agreement of the Chair, Facilitator, and Secretary.

### Individual Member Responsibilities

- Members agree to follow the spirit and requirements of the Bylaws, Charge, and Ground Rules.
- Member's comments in meetings will be presumed to represent the interests and concerns of their respective organizations or stakeholder group, as opposed to personal positions.
- Members will make every effort to attend meetings, to participate actively, and to be prepared to orient their comments to information, issues and policy options under consideration.
- Members will approach issues, concerns, and divergent views in a spirit of mutual problem-solving.
- Members are to participate, but not dominate the conversation.
- Members agree to work to build trust and respect through civility and to avoid attributing negative motives to others
- Members may pose challenges and discuss ideas while avoiding personal attacks.
- Members are encouraged to brainstorm and invent options for consideration prior to committing to their inclusion in the Advisory' Committee's recommendation.

### In-Meeting Protocols

- Members agree not to use information shared in the Advisory Committee meetings in a manner that might harm other members outside of the meetings.
- Meeting participants will silence their personal electronic devices and will not talk on cell phones inside the meeting room or in teleconference.
- Members will notify the Secretary in advance if they are unable to attend scheduled meetings.

### Conflicts of Interest

- Advisory Committee members are obligated to avoid any individual ethical, legal, financial or other conflicts of interest involving the Advisory Committee. Any potential conflicts or activities that could reasonably be perceived as a conflict of interest shall be disclosed.

### **Addressing concerns about process or behavior of other members.**

Members may raise issues or concerns regarding other members' breach of Ground Rules to the Secretary to seek a resolution. The Secretary and Facilitator will treat the issue as confidential. If necessary, the issue will be taken to the NCGSA for resolution.

### **Meeting Preparations**

- The Secretary will transmit meeting agendas and materials in advance of each meeting. The transmittal will be via electronic means.
- Advisory Committee members are asked to review meeting materials in advance and to be prepared to comment and discuss the content constructively.

### **Advisory Committee Operations**

- Meetings will start at the announced time. Committee members will be well prepared and concise in their comments and considerate of the time for colleagues to share their perspectives.
- The Facilitator may from time to time use straw votes to test for areas of emerging agreement
- The Facilitator will develop concise meeting summaries. Draft meeting summaries will be prepared and distributed to agency staff and Advisory Committee members for review. Reviewers will be asked to focus on essential corrections to address errors and omissions related to the meeting proceedings. Proposed edits will be considered for incorporation into the final summary.
- Final meeting summaries will be prepared and distributed to all Committee members and posted on the web.
- Members are requested not to prepare audio recording of the meetings, as experience shows that overt recording may inhibit members from brainstorming freely.

### **Organizational Briefings and External Communications**

- As the Advisory Committee is a Brown Act Committee, Advisory Committee members are not to meet with a majority of other Advisory Committee members and discuss Committee business outside of the Committee meetings.
- Advisory Committee members are asked to keep members of their own organization informed of the Committee's progress with periodic briefings or concise communications.
- Advisory Committee members are asked to avoid prejudging the outcome of the GSP process and to avoid negotiating through the press.
- The Advisory Committee in consultation with the Secretary and Facilitator will determine how it will represent and convey the status of the Advisory Committee's process and outcomes to the public.
- While avoiding prejudgment of outcomes, Advisory Committee members may convey their own views to external audiences but may not claim to represent the views of, or speak on behalf of other Advisory Committee members, the Advisory Committee as a whole or the NCGSA.