

MEMBER ADVISORY COMMITTEE
RULES OF DECORUM AGREEMENT

I. INTENT FOR RULES OF DECORUM

In order for the Member Advisory Committee (MAC or Committee) to conduct its business in a manner that is open to the public and respectful of members' time, rules of decorum are necessary. MAC meetings occur once a month and are scheduled for two hours, so it is important that meetings run smoothly and efficiently. The intent of these rules is to:

1. Provide a setting for the MAC to effectively focus on Committee business.
2. Ensure that the public has an opportunity to be heard during open comment periods of MAC meetings.
3. Facilitate transparency in the conduct of MAC meetings so that all persons have the opportunity to observe and hear the discussions and decisions.
4. State specific rules so that all may know the rules in advance and be subject to the same rules.
5. Limit interruptions, unreasonable delay, or duplication of comments, presentations, or discussion.
6. Develop an atmosphere of civility that is respectful of diverse opinions and allows presentation of positions that vary from the position of others at the meeting without insults or intimidation.
7. Balance the need for the MAC to conduct effective meetings without the meetings extending for an unreasonable length of time.
8. Adopt these rules of decorum as the standard for conducting MAC meetings.

II. ENFORCEMENT OF DECORUM

Enforcement of Decorum. The presiding officer of the MAC shall be responsible for maintaining the order and decorum of meetings. The presiding officer may order removed from the meeting any person who fails to observe these rules of decorum:

1. The presiding officer may interrupt any speaker who is violating these rules of decorum or disrupting a meeting.
2. The presiding officer shall attempt to provide a verbal warning to any attendee that may be violating these rules of decorum, but such verbal warning shall not be required as a condition of removing an offender from the meeting.
3. The Committee may recommend by a majority vote to have a person(s) removed from a MAC meeting and excluded from attending future meetings and/or further participation on the MAC. If the recommendation of the Committee is in favor of excluding a person(s) from future participation on the MAC, the presiding officer

shall make this recommendation to the Board of Directors and the Board of Directors shall make a final determination whether that individual will be permitted to continue attending or participating on the Committee.

III. RULES OF DECORUM

Members of the MAC shall recognize the need for balanced discussion and timely adjournment of meetings. In order to accomplish this, members agree to:

1. Allow the presiding officer to manage the meeting and call on members before speaking;
2. Not interrupt other members while they are speaking;
3. Stay on the topic at hand during presentations. Off topic questions or comments may be made during the meeting roundtable;
4. Support the presiding officer in enforcement of these rules;
5. Permit other members an opportunity to speak once on an issue before speaking a second time on the same issue;
6. Avoid personal attacks or assuming motives of another; and
7. Consider the impact on staff time and company resources when making requests for additional information.

IV. INTERPRETATION OF RULES

These rules are intended to facilitate effective MAC meetings and are not to be used to limit public participation or member debate, but to enable the effective functioning of the Committee.

As a Member Advisory Committee member, I agree to abide by these Rules of Decorum.

Print Name

Signature

DATE