

## **Ground Rules for the NCDP Scientific Advisory Council**

*Updated May 6, 2015*

1. Begin and end on time.
2. Stick to the agenda – keep with task and topic.
3. For maximum efficiency, apply good communication practices: Listen attentively. Speak up in order to be heard by the Council, audience and webinar attendees. Limit sidebar conversations at the Council table and within the audience.
4. It's OK to disagree. Be respectful of others and their ideas.
5. Everyone participates, no one dominates.
6. Look for mutually beneficial solutions.
7. Follow through on commitments.
8. Make an effort to attend all meetings in person. Remote participation via conference call or web-based interface is acceptable. It is also acceptable for a SAC member to designate an alternate who meets similar area(s) of expertise and can participate if the member is unable to attend. If participation by an alternate becomes necessary, the SAC member will inform the Project Manager, Steve Kroeger, in advance and provide the alternate's qualifications. Alternates are encouraged to begin attending SAC meetings prior to acting in a member's stead in order to become familiar with the Council's discussions and direction.
9. DWR NCDP staff will serve as regular participants in the SAC's discussions and will keep meeting minutes. Meeting notes will be circulated to the SAC for comments prior to posting on the NCDP website.
10. SAC meetings will be open to the public and be available via WebEx. In-person and virtual attendees will not be permitted to participate in the SAC's discussions. Questions or comments directed toward the SAC will be submitted electronically to the DWR; the pertinent ones will be raised by DWR to the SAC at appropriate times. The SAC may invite guests to provide a perspective or answer questions, and speakers with expertise on relevant topics will be invited to present at SAC meetings. Ground Rules can be added or modified at any time by the SAC.