

## **Ground Rules for Participation**

- Member participation and preparedness is required.
- Adhere to the overall implementation schedule.
- Support the objective of the meeting by keeping discussion focused on relevant topics.
- All participation is oriented to supporting the settlement goals and objectives in order to fulfill the expected outcomes.
- Keep time schedules: be on time, start on time, end on time.
- If you agree to something, fulfill it.
- Communicate immediately if you think you may not be able to fulfill an action item or agreement.
- Respect the views of all participants.
- Allow one conversation at a time, no side conversations.
- For points of disagreement during meetings:
  - Meeting participants can assign open points or issues to a "Parking Lot"
  - Parties will document salient points in writing to Chelan PUD and the Forum
  - Parties will be familiar with Section 16 and 18 of the Settlement Agreement
- Areas of agreement and/or disagreement will be validated in each meeting.
- Chelan PUD will maintain an audit trail of meeting decisions and revisions to documents and post on the implementation Web site.
- Meeting agendas, summaries, handouts will be maintained on Chelan PUD's Lake Chelan implementation Web site.