

**Transmission Business Line
Non-Construction Alternatives Round Table
Round Table Operating Procedures and Meeting Ground Rules**

General

1. The round table is composed of: key stakeholder groups including representatives from the four states within BPA's geographic area, a BPA chairperson and co-chair and a non-BPA facilitator. Membership in the round table may be modified at BPA's initiative at any time to further the goals of this project.
2. All round table members are responsible for helping BPA achieve its stated goals for this project, and for the overall conduct of the round table.
3. BPA Project Manager Brian Silverstein will serve as the permanent chair of the round table. Carolyn Whitney will co-chair the round table and will serve as chair in the absence of the BPA chair. The co-chair is responsible for assisting the chair, round table members, and the facilitator to plan for all meetings, and for serving the entire membership in any way possible in their deliberations.
4. The BPA chair is responsible for convening meetings. The members are responsible for contributing their individual ideas, perspectives and efforts as requested to help ensure credible conclusions and results are reached.
5. The round table will deliberate in plenary session unless the membership determines that specific issues require the establishment of sub-committees or other small working groups. Once established, these smaller working groups may deliberate and simply report back key results to the full round table to help inform the discussion underway by the round table.
6. Participation:
 - Each person is asked to fully participate in the round table deliberations;
 - Any concerns about the conduct of the deliberations or the issues being discussed should be fully aired to the group, or to the facilitator in private if appropriate, to ensure that the deliberations are effective;
 - The motivations and intentions of participants will not be impugned;
 - Commitments made should be kept;
 - Disagreements will be addressed as issues to be resolved rather than battles to be won.
7. Round table deliberations are open to the public; however, meetings will not be publicly noticed*. Comments made by participants in the meetings are "not for attribution" unless all participants agree it is OK to attribute specific comments to individual participants.
[*Noticed public meetings may be held following the end of the non-construction alternatives process.]
8. Enforcement of agreed upon meeting procedures is the joint responsibility of the members, the chair, and co-chair and the facilitator.

Participation and Representation

1. Members are selected by BPA and are deemed to be representative of a wide range of regional stakeholder interests. Members are expected to serve on the round table until the conclusion of this project. If an individual determines he/she can no longer effectively participate as a member of the round table, a permanent substitute may be chosen. All members will be advised of such requests. BPA will make final decisions about such replacements.
2. Substitutes: Each member is requested to formally identify one “substitute” to represent them at round table meetings where they cannot personally attend. If a substitute cannot attend, the member should not send any other representative. The formal member is responsible for keeping their substitute informed as the processes evolve so that the substitute can effectively participate in the meetings when needed.
3. Technical experts and resource people: BPA anticipates that during the life of this project, there will be a need to bring in “technical experts” or other “resource people” to assist round table members in understanding specific issues. These individuals may be invited to project meetings to provide information to the round table members.
4. Recognized and invited observers, as well as any member of the public will be allowed to attend meetings. When observers and/or the public are present, they will not sit at the meeting table. They will participate in the deliberations only as requested.

Agenda development for round table meetings

1. Members will assist BPA project staff to define what issues will be addressed by the round table and the priority for addressing these issues.
2. The BPA chair and co-chair, with the assistance of the project facilitator, are responsible for building the agenda for each meeting; circulating this agenda to all members at least 10 working days in advance of scheduled round table meetings, whenever possible; receiving comments; and presenting the final agenda to round table members in advance of the meeting.
3. Agenda building process: At the end of each meeting, members will have a chance to identify issues or potential agenda items for the next meeting. If members have ideas or suggestions for the upcoming meeting following the conclusion of each meeting, they should be forwarded to the facilitator or the chair/co-chair for consideration at least 5 days prior to each meeting.

Record keeping

1. A round table meeting summary will be prepared jointly by BPA project staff and the facilitator following each meeting. This summary will capture the key points covered during the meeting as well as any decisions made by round table members related to their deliberations. Meeting summaries will record key points of the discussion without attribution to individual round table members. If all members agree there is a necessity or

value in attributing specific comments and ideas to individuals, this procedure can be adjusted to meet members' needs.

2. Draft meeting summaries will be sent to round table members for review and comment following each meeting. Final summaries will be presented to members prior to or at each subsequent meeting.
3. All meeting summaries will be posted to the TBL website [and sent to interested parties upon request.]

Decision making

1. BPA makes all decisions related to the results or outcomes from these deliberations. BPA decisions will be linked exclusively to BPA's own planning processes. Results from this project do not apply directly to any other entities in the region.
2. The round table has been organized to operate collaboratively; however, "consensus" will not be sought on key issues under discussion. Rather, BPA will seek to fully expose and understand all different perspectives offered by round table members. Where it is important to record the "sense of the entire membership" on specific issues, this will be recorded as part of round table meeting summaries.

Documents dissemination and use of BPA website

1. Round table meeting summaries will be posted to the TBL website [and mailed upon request to interested parties].
2. All RT documents prepared and disseminated by BPA will also be posted to the TBL website.
3. All other documents [eg, documents supplied by RT members] will be posted to the TBL website without comment by BPA. Hard copies of these documents will not be distributed.

Communications with the press or other outside parties

1. Round table members feel it is important for any member to be able to talk with the press at any point in time regarding their individual participation on this project. Members also agree that no member should attempt to characterize the comments of any other member. Similarly, members should not attempt to characterize how the full round table membership feels about any particular issue, nor should any member attempt to provide an overall status report on the project. BPA, as a member of the round table should seek concurrence from the round table on any press releases it issues specifically related to round table deliberations. [Normal meeting notifications by BPA are exempt from this procedure.] BPA is under no constraints to talk with the press or issue press releases related to any other aspect of BPA's Non-Construction Alternatives project.
2. Darby Collins will serve as BPA's press contact for this project. Round table members can refer the press to Darby where appropriate.

Changing or modifying ground rules when necessary

1. If members think the ground rules need to be modified at any point, the facilitator will present proposed revisions to the chair, co-chair, and the membership and ask for discussion and concurrence.