

## **GROUND RULES**

### Authority

1. The Tennessee Water Supply Policy Panel is convened by the Commissioner of the Department of Environment and Conservation and serves at his pleasure.
2. The Commissioner reserves final authority on whether to accept all work products of the panel.

### Charge of Group

3. The charge of the Group will be to develop comprehensive water supply policy solutions that allow Tennessee to meet its water supply needs throughout the next century. The scope of their work will include but not be limited to

- water source availability
- water infrastructure
- water uses and trends (including current and projected demands)
- institutional frameworks, support and funding to water providers
- funding needs
- local and federal policy needs
- environmental protection
- conservation
- economic growth
- education and public information
- monitoring, evaluation and reporting of outcomes

### Process for Problem Solving

4. The Group will:
- Identify an issue
  - Understand the issue from each other's perspective
  - Develop and refine options
  - Draft recommendations

### Group Decision Making

5. It is the responsibility of group participants to keep their constituents current on group activities and decisions. Before a decision is requested on any matter, sufficient time will be provided for participants to seek advice from constituents or other experts. Technical advisors or resource people may be invited by the Group to provide information.

6. The Group may create committees of its own participants or from others for detailed study, public involvement, or discussion of specific topics.

7. The Group will make its decisions and recommendations based on consensus of its participants. The group will reach consensus on an issue when it finally agrees upon a single alternative and each participant can honestly say:

- I believe that other participants understand my point of view;
- I believe I understand other participants' points of view;
- Whether or not I prefer this decision, I support it because it was arrived at openly and fairly, and it is the best solution for us at this time.

In instances where consensus cannot be reached, the pros and cons of the decision will be presented for the decision-makers.

8. An administrative/organizing/support committee of four or five participants will be approved by the panel. However, the organizing/support committee shall make no policy decisions for the Group.

#### General

9. The Group is responsible for the overall conduct and outcome of this policy effort. After the initial information-sharing meetings, the Group will determine the issues to be discussed and the timeline for its work.

10. Participants will observe the following guidelines:

- Participants will attend all meetings.
- Personal attacks will not be tolerated.
- The motivations and intentions of participants will not be impugned.
- The personal integrity and values of participants will be respected.
- Stereotyping will be avoided.
- Commitments will not be made lightly and will be kept.
- Delay will not be employed as a tactic to avoid an undesired result.
- Disagreements will be regarded as "problems to be solved", rather than as "battles to be won".

11. It is recognized that some participants are associated with agencies/ organizations and have obligation to make management decisions and take actions. Those participants will advise the Group of pending decisions that affect Group activities unless such prior disclosure would jeopardize consummation of the decision.

12. Legal rights or remedies are not abrogated by virtue of participation in the Group. However, participants should be aware that litigation and/or legislation could jeopardize the Group's process and its ability to be effective.

#### Substitutes and Observers

13. If a participant can not attend a meeting and wants to send a "substitute" in her/his place, the substitute may attend as an observer. That is, s/he can observe the meeting and contribute to the work of the meeting during the time set aside for public comments.

14. All meetings are open to the public and time will be set aside at every meeting for public comment.

#### Media

15. All meetings will be open to the media. Group participants are not authorized to speak to the media on behalf of the Group. The "administrator" is the only person authorized to speak to the press on behalf of the Group.

#### Logistics

16. Meetings will be held per agreed panel schedule.

17. No audible cell phones or pagers are to be brought into the meeting.

18. Notice of the meetings will be sent to appropriate, free, public access calendars.

19. Materials presented during the meetings, as well as the summaries of the meetings, will be put on a web site to which the public has access.

Roles

- 20. The facilitator(s) will be responsible for:
  - Working with the administrator and organizing/support committee to prepare the agenda for meetings
  - The deliberations of the meetings
- 21. The administrator will be responsible for:
  - Communications with group participants
  - Preparation of material
  - Logistic support of the group
  - Preparation and distribution of meeting summaries.
- 22. The Administrative/Organizing/Support Committee will be comprised of the facilitator, administrator, research coordinator and a representative of the panel. They will be responsible for:
  - Providing advice to the facilitator and administrator on matters such as agendas, proposed recommendations, educational strategies, etc.
- 23. Volunteers/state staff shall be responsible for:
  - Copying
  - Word Processing

Schedule and Deadline

24. Potential Meeting Schedule:

2000	2001
December (2 days)	January (if needed) Either May or June (depending on completion of the work of the General Assembly) July August September

Research will be conducted between January and May to answer the questions raised by the committee

25. The Group will develop recommendations regarding “comprehensive water supply policy solutions that allow Tennessee to meet its water supply needs throughout the next century” by October 1, 2001.

Enforcement of Rules

26. It is the joint responsibility of the Group and Facilitator(s) to assure that these ground rules are observed. Participants are free to question, in good faith, actions of others that may come within the scope of these ground rules.