Meeting Norms
Climate Advisory Workgroup members are asked to adhere to the following norms for participating and communicating inside of and outside of meetings:

- All members will review pertinent project materials on a timely basis and provide timely feedback.
- Members will come to meetings prepared to discuss items on the agenda.
- Members will honor one another by communicating honestly and respectfully; everyone will have an opportunity to speak.
- Members will resolve issues within their power to solve and re-direct those issues that cannot be solved in a timely manner. If issue resolution is necessary, team members will strive to follow the conflict resolution process identified in this Charter.
- Meetings will begin and end at the scheduled times. Participants who arrive late will catch up on what was missed during breaks or as other opportunities allow.
- Once project decisions are made, members will work to honor those decisions and avoid reopening issues that have already been resolved or decided. Decision items will be noted on agendas, and final decisions will be documented by TRPC.
- Members are encouraged to attend and participate in the project’s open house meetings and other related community events, when possible.

Committee Decision-Making and Conflict Resolution
The Climate Advisory Workgroup will use a consensus-based decision-making process to fulfill its advisory role and support the development of the TCMP. Workgroup members are encouraged to observe the following guidance adapted from *Seeds for Change Consensus Decision Making: A Short Guide* (https://www.seedsforchange.org.uk/shortconsensus).

Decision-Making
At the decision stage, members have several options to express their support or objection to a proposal or action:

- **Agreement** with the proposal.
- **Reservations**: A member is willing to let the proposal go ahead but wants to make the group aware that they aren’t happy with it. A member may even put energy into implementing it once their concerns have been acknowledged.
- **Standing aside**: A member may object, but not block the proposal. This means a member won’t help to implement the decision, but accepts the group proceeding with it.
- **A block** always stops a proposal from going ahead. It expresses a fundamental objection. A block means that a member cannot live with the proposal. The group can either start work on a new proposal or identify options to overcome the objection. This issue is resolved when one of the other decision points can be achieved.