

NANC Working Group Operating Principles

I. Co-Chairs and Meeting Principles

- A. Co-Chairs are chosen by open nomination.
 - 1. Selected by team
 - 2. Ratified by NANC
 - 3. Minimum one (1) year term
 - 4. Annual reaffirmation by team
- B. Co-Chairs establish and distribute meeting agendas in advance of meeting.
 - 1. Members may request agenda items and Co-Chairs will use discretion in placing such items on agenda.
- C. Co-Chairs facilitate meetings.
 - 1. Co-Chairs will maintain conditions in which the respect for the dignity of members is maintained.
- D. Co-Chairs and team members determine locations for face-to-face meetings and provide adequate advance notice.
 - 1. Working Group members share meeting expense on a voluntary basis or, if necessary, through another sharing mechanism.
 - 2. Conference bridges will be provided during all face-to-face meetings if requested by members that are unable to travel.
 - 3. Conference calls should be used when possible.
 - 4. Working Group/sub-teams will schedule meetings at times and locations to best satisfy the needs of team members.
- E. Co-Chairs ensure publication of meeting minutes, including attendee list that depict agreements reached and action items assigned. Points noted are documented upon request.
- F. Co-Chairs will be neutral while moderating meetings and while performing other Working Group activities associated with acting in the capacity of chair.
- G. Co-Chairs will reiterate the need for members to respect the dignity of each other.
- H. Co-Chairs will provide for the review of monthly presentation to NANC.

II. Balanced in Interest Group Representation

- A. Co-Chairs are responsible to ensure appropriate balance of interest group segments within the Working Group.
- B. Co-Chairs should ensure validity of Working Group recommendations.
 - 1. Working Group meetings should sustain and encourage adequate interest group representation.
- C. Attendance at Working Group and sub-team meetings is open to all interested parties.

III. Conduct of Members

- A. Respect for the dignity of members must be assured.
- B. The rights of members with a minority opinion must be protected.
 - 1. Minority opinions are included in written documents upon request.

IV. Decision Process

- A. Substantive decisions must be made only when adequate interest group representation is present.
- B. Working Groups and sub-teams use the consensus method for decision making.
 - 1. Team members receive one voice per entity for consensus purposes.
 - 2. Co-Chairs determine consensus consistent with input from team.
- C. Unresolved substantive issues should be escalated through NANC teams in the following order.
 - 1. Task Force
 - 2. Working Group
 - 3. NANC
- D. Unresolved substantive issues pertaining to operating principles should be escalated through NANC teams in the following order.

1. Task Force
2. Working Group
3. NANC Steering Committee
4. NANC

V. Communication Process

- A. E-mail is the standard for all Working Group and sub-team correspondence.
- B. Co-Chairs are responsible for maintaining updated contact lists.
- C. Meeting minutes, meeting announcements, draft reports and other documents are distributed to the contact list in a timely fashion.
- D. Matrix of Working Group work items distributed monthly to team members and the NANC chair.
- E. Members have an obligation to be present and represent their interest group and are expected to identify themselves for meeting records.

VI. Working Group Relationship with NANC

- A. NANC establishes, directs work to Working Groups, and sets due dates for the delivery of reports to NANC.
- B. Working Groups develop draft NANC recommendations, which NANC can accept, remand back with additional direction, or change.
 1. If time allows, the disagreement will be communicated to the Working Group for further review.
 2. If time does not allow, the NANC will clearly indicate that the change is not the product of the Working Group, for example, through the use of a footnote or by clearly titling the document as a NANC document.
 3. The NANC may disagree with recommendations of a Working Group and will consider making changes to it only after communicating the reasons for the change and taking into consideration the positions of the Working Group participants to the greatest degree possible.

VII. NANC Status Reports

- A. Co-Chairs coordinate monthly updates to the matrix of work items being managed by the Working Groups and sub-teams.
- B. Co-Chairs develop monthly reports for NANC providing current status on work items from the matrix as determined necessary by Co-Chairs and Working Groups.
- C. Co-Chairs attend monthly NANC meeting and provide Working Group status reports.

VIII. Due Process

- A. Final closure (e.g. reports and recommendations) should undergo a minimum period for review by team members.
- B. Document preparation, change, and approval management.
 - 1. Editor adds revision marks in document to indicate new text (old text remains).
 - 2. Working Group reviews and approves revised text or make changes.
 - 3. The Working Group reviews and approves changes.
 - 4. Editors remove revision marks and delete old text.
 - 5. The Working Group has opportunity to review the final document.
 - 6. The Working Group will develop a timeline near the completion of its task to facilitate an orderly document change and approval process. The timeline date intervals will be developed by the group to allow the flexibility to meet the needs of the group.
 - 7. The Co-Chairs will present a summary of highlights and specific recommendations and conclusions to the NANC in bullet style presentation format.
 - 8. Co-Chairs will be readily accessible during critical timeline milestones.

IX. Meeting Decorum

- A. While it is the responsibility of the Co-Chairs to maintain the environment, it is the responsibility of the individual participants to act in a civil manner.
 - 1. Nothing should be said that could potentially be personally offensive to any participant.
 - 2. Refrain from attacking a participant's motives.
 - 3. Confine remarks to the merits of the pending question or issue.
 - 4. Refrain from speaking adversely on prior actions or issues - focus on the "now".
 - 5. Refrain from disturbing the meeting.
 - 6. Recognize and be sensitive to antitrust laws.

