

## PROPOSED MEETING GUIDELINES CEWG

### ***“Striving for Continuous Environmental Improvements at Intel”***

1. Our work will be guided first and foremost by our mission: *The Working Group is committed to making continuous environmental improvements, including the reduction of Intel's chemical emissions and improving community dialogue.*
2. Our primary task is to generate useful ideas for continuous improvement based on informed study and discussion.
3. We recognize the importance of knowing the perceptions, ideas, and opinions of members of the public. Community members are encouraged to attend and participate in the discussion.
4. We are committed to excellent dialogue and encourage expression of a diversity of perspectives in an environment of mutual respect. We will express our own opinions clearly and listen to and acknowledge perspectives other than our own. We will share speaking time, allow uninterrupted speaking time, and permit everyone an opportunity to speak in turn.
5. Normally, meetings will address particular high-priority topics, as determined by CEWG. However, we acknowledge that various types of meetings may be necessary. Some meetings, for example, may center on a presentation; others may be designed primarily for community dialogue on a significant issue.
6. We will not follow formal parliamentary procedure, but will work flexibly and make decisions by consensus of the CEWG members in attendance. The meeting summary will distinguish between individual comments and consensual decisions and judgments.
7. A draft agenda will be provided for every meeting, and the CEWG may modify or add to this agenda at the beginning of the meeting. We will try to keep our discussion organized, follow the agenda, and be cognizant of time limitations. If it appears that time is insufficient for adequate discussion of an item, it may be deferred to the next meeting for more complete discussion. If an emergency topic arises in discussion, the Group may by consensus suspend the agenda to pursue that topic in greater detail.
8. Every agenda will allow for a period of open public comment, and the community members present may also contribute to the discussion of each agenda item. Community members are asked to honor time limitations and the Group's need to get through the agenda.
9. If someone raises a concern related to an issue that the CEWG has previously worked on, we will provide information about what was done. If concerns remain after reviewing this information, the issue may be added as a discussion item for a future meeting.
10. A period will be allowed at the end of every meeting for discussion of additional items not on the agenda.
11. We will honor the meeting times announced. We may go overtime with the consensus of the Group.