

**Regional Transmission Adequacy Guidelines**  
**NWPP Steering Committee**  
Norms

- Meetings will start on time.
- A designated scribe will take notes and distribute them to Steering Committee members and they will be posted on the Northwest Power Pool web site, along with any other relevant documents.
- An agenda is published in advance and an initial step in team meetings is to agree on the amount of time allowed for discussion of each topic.
- Steering Committee members agree to hold themselves and each other accountable for commitments made to one another.
- Steering Committee members agree to participate and engage on issues to contribute substantively to the development of transmission adequacy guidelines.
- Steering Committee members need to identify alternates two days prior to the meeting and the member will have to ensure that the alternates are aware of the proceedings. Any changes to the membership should be communicated to the Steering Committee Chair and NWPP.
- Members may invite others to the meeting, but only the designated member or alternate is authorized to represent their membership position.
- Members agree to identify opportunities to brief or engage outside parties or groups as appropriate and will coordinate these opportunities with the Steering Committee.
- Steering Committee chair will be the primary point of contact for general inquiries or questions regarding the progress of the effort.
- Members are responsible for conducting their own supplemental public involvement, as they deem appropriate.
- New TPC members will be allowed to join the Steering Committee.
- The Steering Committee will not re-address (or revisit) issues once they have been resolved or once the Committee agrees to an approach.
- The TPC and its members will cover the costs of meeting facilities. Additional costs, including third party consultants, must go to the TPC for approval