

Meeting Procedures and Decisionmaking
For GAST Phase IIA
Adopted by Consensus
10-26-09

Meeting Procedures

- Attend GAST meetings
- Come prepared
- Speak one at a time and be concise
- Stay on track with the agenda
- Share air time including with those on the phone
- No personal attacks
- Minimize electronic distractions
- Regular breaks will be provided to allow time for individual's other business
- Raise sensitive issues with the facilitators (and GAST Chair), as necessary
- All materials, to the greatest extent possible, will be provided three business days ahead of the next meeting
- Brief meeting summaries of each meeting will be prepared, circulated for review, and posted

Decisionmaking

- Goal is to reach as much consensus as possible, where consensus is defined as unanimity
- Members have the right to raise objections and concerns
- Members have the responsibility to communicate their objections clearly and provide an alternative if they are not able to agree with a proposal or option
- If no consensus on substantive issues/recommendations, GAST will present multiple options to the MC including who supports each one
- All substantive recommendation by consensus or otherwise, require MC approval before being implemented
- Phase II B will only continue if approved by a simple majority of MC Members
- On GAST process and procedures, issues will be decided by GAST chair (and vice-chair) after taking GAST member concerns and suggestions under advisement