

## **Meeting Guidelines for the Remand Stakeholder Engagement (RSE) Process**

Reclamation has developed the following meeting guidelines to support the broad purpose of the Remand Stakeholder Engagement (RSE) process: providing non-Federal parties a more formal structure in which to engage with Reclamation and each other for the purpose of understanding key issues and perspectives and providing information which will inform Reclamation's decision making. In particular, these guidelines are intended to promote the open exchange of information and increase understanding about perspectives on key issues associated with the remand. *All RSE process representatives are expected to honor these guidelines as a condition of their participation.*

**Respectful interaction.** RSE process participants will interact in ways that consistently demonstrate respect for individuals despite differences in views, values, and interests related to the RSE process. This includes:

- Appropriate language
- Allowing speakers to finish
- No personal attacks
- Sharing available time

**Focused participation.** RSE process participants will focus any presentations, comments, and interactions with others on agenda topics and will honor requests to stay "on track."

**Good faith.** RSE process participants are expected to contribute to the stated goals of increased transparency, information exchange, and understanding. This contribution includes listening before evaluating and taking responsibility for the reliability of information offered for consideration by others.

**Meeting Agendas and Summaries.** Reclamation plans to prepare written summaries of RSE process events involving invited stakeholders, including the RSE process "kickoff," and post these online. Reclamation also plans to post agendas for these events online.

**Openness and Transparency.** Written information provided by invited stakeholders to Reclamation as part of the RSE process will be made available to the public online by Reclamation in order to promote openness and transparency. This includes, but is not limited to, comments on documents and presentations. Electronic versions of all such information must be provided timely to Reclamation in an appropriate format for posting online. Details about formats will be provided.

**Meeting Attendance.** The RSE process depends significantly on consistent attendance by designated representatives. Meetings will begin on time. Because of the benefits of in-person communication, Reclamation does not plan to make a "call in option" a regular feature of RSE process events.

**Cell phone/Smart phone.** Participants will refrain from disruptive cell/smart phone use during meetings. Cell phones and other electronic communications devices will be turned off or set to "silent" mode; important calls or messages will be addressed outside the meeting venue.

**Recording.** No audio or video recording, or the taking of photographs, will be allowed during RSE process events.

**Attribution of Views.** The RSE process is by invitation in order to promote openness, progress and focus. RSE process participants agree that they will not attribute views, positions, or statements to other RSE process participants outside the RSE process, including but not limited to communications with members of the media. This limitation does not extend to discussions about the RSE process within a representative's organization.