

## 4.0 Cal TF Meetings

### 4.1 Scheduling

TF meetings occur on the fourth Thursday of every month, except for August and December. Meetings are moved to the third Thursday of the month if the fourth Thursday conflicts with a holiday. TF meeting begin at 9:30 am and end by 3:30 pm.

PAC meetings are held on a quarterly basis on the second Thursday of the month. PAC meetings last approximately three hours.

### 4.2 Cal TF Meeting Agendas

Cal TF staff prepares meeting agendas, to reflect ongoing guidance from the PAC and TF and to ensure that work flows according to projected timelines. Meeting agendas are circulated along with other meeting materials ten business days before the scheduled day of the meeting.

### 4.3 Cal TF Meeting Minutes and Records

Cal TF staff takes detailed meeting minutes during all TF and PAC meetings. Notes are circulated to meeting attendees within ten business days of the meeting, amended as needed, and posted on the Cal TF website in a timely fashion. All meeting materials and agendas are also available on the Cal TF website.

### 4.4 Meeting Procedures and Consensus-Based Decision-Making

Both bodies of the Cal TF utilize consensus-based decision making, with areas of non-consensus documented through a comparison exhibit. Cal TF Staff strives to drive the group towards consensus whenever possible. When consensus cannot be reached, minority opinions are memorialized in an official comparison exhibit. The majority and minority documents note which meeting attendees support each opinion.

### 4.5 Post Cal TF Meeting Staff Responsibilities

In addition to the note-related duties detailed in section 4.3, Cal TF staff is responsible for communicating TF recommendations to applicable workpaper developers after all meetings. Cal TF staff also schedules any subcommittee or other meetings necessary to follow up on TF recommendations, actions, or open items. These communications are essential for keeping work flowing through the Cal TF process according to the desired timelines.

### 4.6 Participation by the General Public

As part of its commitment to inclusiveness and transparency, the Cal TF welcomes comments from the general public on any measure under review by the TF. Members of the public are encouraged to submit comments in writing to Cal TF staff ten days before the meeting where the measure in question is to be discussed. This deadline also applies to all meeting materials to be submitted by

measure developers, and it allows Cal TF staff to perform quality control and distribute materials to TF members in a timely manner. Members of the general public should use the Cal TF's General Public Comment template to submit their comments by the applicable deadline. This template is available on the Cal TF website.

Members of the general public may also attend TF meetings in person, and may be called on by the Facilitator to provide supplementary information; however, given the limited time available during in person meetings, TF Member commentary will be prioritized and the Facilitator reserves the right to limit discussion from non-TF Members.

## 9.0 Communications

### 9.1 Communications with the Policy Advisory Committee

Staff sends a Cal TF update via email to the PAC on a monthly basis. These updates may include information on measures currently under review or just approved by the TF, progress on the annual Work Plan, and other developments related to Cal TF's mission and Work Plan.

The PAC, as individual members or as a group, can request briefings on individual issues the TF or Staff are devoting resources to. Staff can also initiate these briefings. If time permits, the PAC may be asked to comment on such discrete issues. The PAC may also choose to express its support for particular technical projects in a written statement. However, such statements will be limited to supporting the investment of Cal TF resources in particular work streams. The PAC will not engage in consensus decision-making regarding the results of technical work.

### 9.2 Communications with the Technical Forum

Cal TF staff sends emails notifying TF members when meeting materials are posted on the Cal TF website; these emails are distributed at least ten business days before each TF meeting. Cal TF staff also communicates on a one-on-one basis with TF members as individual needs arise.

### 9.3 Communications with the Public

Cal TF staff maintains a mailing list of members of the general public who express interest in the organization's activities. The mailing list is notified of an upcoming TF meeting every time new meeting materials are posted on the website.

As part of its commitment to inclusiveness and transparency, the Cal TF welcomes comments from the general public on any measure under review by the TF. Public comments must be submitted to Cal TF staff at least ten days before the meeting during which they wish to be discussed and in the form of a completed Cal TF General Public Comment template.