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Coalition for Community Solar Access (CCSA) Member Code of Conduct and Committee Policies

This code of conduct governs the environment for CCSA Members, particularly for those working in Committees and Working Groups. We created it not because we anticipate bad behavior, but because we believe that articulating our values and obligations to one another reinforces the already exceptional level of respect among Members and because having a code provides us with clear avenues to correct our environment should it ever stray from that course. As our Membership base grows, we aim to maintain a productive environment where ideas can be shared and debated respectfully, with the end goal in mind to uphold CCSA's Core Principles and expand access to solar for all.

Member Code of Conduct:

- Every Member's opinion will be thoughtfully considered;
- Members will speak respectfully to each other and CCSA Staff;
- CCSA Staff will manage Committee communications and any disagreements among membership;
- CCSA is a Staff-led organization. CCSA Staff are responsible for development of all CCSA policy positions and strategies that will best serve community solar for near and long-term market viability and uphold CCSA's core principles and mission;
 - In case of a disagreement amongst members, a straw poll may be held to gauge members' positions, however Staff are ultimately responsible for making final decision.
- Any public representation of CCSA positions by Members should reflect CCSA's established position and clear authorization from CCSA Staff must be given before the position can be disseminated publicly;
- Silence is acquiescence. Members and their respective companies will communicate and be transparent about their policy goals and strategies with CCSA Staff;
- Members will address potential conflicts of interest or diversions from CCSA's strategy with CCSA Staff prior to coordinating with external stakeholders;
- Members will not directly contact consultants engaged through CCSA without CCSA Staff's knowledge and explicit authorization.

Failure to abide by these guidelines will result in an initial warning from CCSA's Chief Executive Officer followed by suspension from the Committee for a second infraction. Any issues with the management of campaigns or Committees should be brought to the relevant Regional Director, Chief Executive Officer, VP of Campaigns, and/or Senior Director, Operations and Membership.

CCSA Staff commits to upholding the following values:

- *Focus on Results.* We have clear and ambitious goals that drive everything we do on a daily basis. Every day we ask ourselves the question: will the actions I take achieve

results that get me closer to my goals? If the answer is yes, then we push forward. Setbacks happen and not everything is in our control, but we focus on what we can control and move toward our goals one victory at a time.

- *Foster Dialogue.* We debate ideas, not people. We take the energy of our differences and channel it toward something that has never been created before. The problems we tackle are colorful and complex. To drive to the right decision, we believe in respectfully and productively debating ideas and leaving our egos at the door.
- *Put people first.* We prioritize the well-being of our team and take the approach of the “whole person”. We believe that we bring our best selves to our professional lives when we are balanced and taking care of ourselves and each other.
- *Inclusivity.* We deeply value diversity of thought, background, and lived experience – and through this is where our most transformative, lasting innovation grows. As our industry expands, we are committed to actively bringing new people, businesses, and localities into the fold, especially those who are traditionally underrepresented.
- *Member Service.* We represent the collective voice of our members, who want to see community solar expand and grow. We provide a valuable service to our member community, keeping them up to date on our campaigns and policy initiatives, which helps them plan and grow their businesses. We also serve members by amplifying their collective voice to expand their impact in the market.

Committee Policies:

- *Committee Chair and Vice Chair Elections*
 - Each Committee shall have a Chair and a Vice Chair.
 - In the event of a tie vote, there may be up to 3 co-chairs.
 - Only Leadership members may serve as Chair or Vice Chair.
 - Chairs shall be nominated by Members and elected by the Committees directly, offering one vote to each Member company active on the Committee.
 - Members may nominate themselves.
 - The person with the most votes will be Chair and the second most votes will be the Vice Chair.
 - Chair opportunities include priority access to staff leads, intelligence, in person meetings, and leadership amongst the Committee.
 - Chair responsibilities include (1) ability to engage when needed by staff for work-sharing, counsel, whipping Member perspectives, (2) knowledge of and physical access to state market, and (3) adherence to CCSA Core Principles in providing position and political strategy preferences and recommendations.
 - Chairs shall be elected annually and shall serve calendar year terms.

NOTE: CCSA Staff makes every effort to be available for Member requests during normal business hours, however Staff holds the right to refuse a meeting invitation during periods of increased workload. Please understand Staff must manage their time appropriately to accomplish their advocacy goals. Staff may also limit the time for Member calls to 15-minute intervals at their discretion.