



1380 Monroe Street NW, #721
Washington, DC 20010
720.334.8045
info@communitysolaraccess.org
www.communitysolaraccess.org

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;
- 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; and will voice dissent in committee calls or in written form for debate amongst the committee. CCSA Staff will communicate policy goals and strategies with CCSA members;
- 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 issuance of a notice of violation to the Board of Directors by CCSA's Chief Executive Officer, along with a recommended course of action to be adjudicated by the Board. Failures to abide by the guidelines in the form of individual violations or patterns of behavior violations shall be determined at the discretion of the Chief Executive Officer and adjudicated by the Board of Directors. 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 Positions*
 - Each Committee shall have a Chair and a Vice Chair.
 - Chairs shall be elected annually and shall serve calendar year terms.
 - Only Leadership level 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.
 - In the event of a tie vote, there may be up to 3 co-chairs.
 - Chair opportunities include 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 on an annual basis work with the Regional Director on a straw man "Lessons Learned" document that will seek committee feedback to influence future CCSA market tactics and strategies.
 - A committee Chair or Vice Chair title would follow an individual if they were to move to a new company mid year, provided that that company is also a Leadership level member of CCSA. If a committee Chair or Vice Chair resigns mid-year (either by moving to a new company that is not a leadership level company, or otherwise) an interim election will be held unless the election process is scheduled to begin

within a 30 day period. If a committee Chair or Vice Chair goes on leave at any point during their term, a proxy from their company may stand in until the Chair or Vice Chair returns.

- Characteristics CCSA is Looking for in Committee Chairs and Vice Chairs
 - Experienced
 - Collaborative
 - Respectful
 - Even-handed
 - Long-term sustainable market view
 - Not afraid to roll up their sleeves
 - Balanced expertise depending on the state (leg v. regulatory & business models)