



COALITION FOR COMMUNITY SOLAR ACCESS

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.
- Members commit to maintaining the confidentiality of sensitive information shared within CCSA and its committees. This includes avoiding the unauthorized sharing of confidential information with external parties.
- Members are encouraged to respect standard business hours in their respective time zones when communicating with CCSA staff. While flexibility is appreciated, it's important to be mindful of staff workloads and avoid excessive after-hours communication.

Primary Communication Channels: CCSA primarily utilizes committee calls, leadership meetings, and member webinars as platforms for member engagement and question-answer sessions (not one-on-one calls with Members). Members are encouraged to utilize these channels for timely and efficient communication. Using these primary channels is essential to ensure that all members have access to and awareness of important information and positions. Any communications through

individual or other channels may be addressed based on Staff's discretion and bandwidth.

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 Director, Chief Executive Officer, Vice President of Government & Public Affairs, Vice President of Operations, and/or Vice President of Policy.

Committee Chair Positions

- The Federal Committee and every State Committee shall each have two Chairs.
- Only Leadership members may serve as Chairs.
- 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 top two vote getters will be Chairs. If there is a tie, a runoff election will be held.
- 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) supporting CCSA staff to facilitate member Committee calls; (3) knowledge of and physical access to state market, and (4) 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 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 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 goes on leave at any point during their term, a proxy from their company may stand in until the Chair returns.
- If a conflict of interest arises or if it is determined that a Chair is not fulfilling their duties as described above, CCSA reserves the right to require a Chair to step down from their role. An interim election will be held unless the election process is scheduled to begin within a 30 day period.
- Chairs shall be elected annually in November and shall serve calendar year terms. New chairs will participate alongside prior chairs for a transition period between the election and the end of the year.

Characteristics CCSA is looking for in Committee 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)

Co-funding Policy

To support specific market projects or efforts that fall outside the scope of standard membership dues, CCSA may occasionally provide Members participating in state committees the opportunity to make additional financial contributions. CCSA staff will directly communicate specific funding requests and amounts to committee Members. Committee Members may choose to voluntarily contribute to these requests. CCSA's accounting team will invoice contributing companies. CCSA staff will provide updates on project completion. Unspent project funds will be applied to CCSA market expenses agreed upon with the contributors at the inception of the project. If the entire project is canceled, funds will be refunded to the contributors.

CCSA Core Principles, Core Policies, and Position Adoption

Core Principles Adoption Process

- CCSA's Core Principles are a concise set of overarching principles that guide organizational vision, mission, core policies, and culture.
- CCSA's elected Board is responsible for developing and maintaining the Core Principles, with at a minimum, an annual audit. Process and decision making of Core Principles is done based on Board governance rules set out in the Bylaws of the organization.
- The Board reviews and updates the Core Principles in Q1 of each calendar year.

Core Policies Adoption Process

- CCSA's Core Policies are a set of internal cross-market policies that CCSA advocates for at the state and federal level.
- CCSA's Policy & Issues Committee (PIC), made up of Leadership Members and managed by staff, develops and proposes Core Policies based on meeting CCSA's Core Principles.
- Process and decision making of Core Policies, based on interpretation of Core Principles, is accomplished through the *Committee Decision Making* process described below.
- The Board officially adjudicates and approves a set of internal Core Policies for policy and advocacy guidance in all CCSA markets.
- Core Policies are audited annually by the Policy Committee.
- The Policy Committee may also develop public-facing core policy documents based on the official Core Policies as needed.

Position Adoption Process

- The below process represents CCSA's formally adopted process under optimal staffing conditions. There may be instances where time or staff bandwidth is limited, and truncated versions of this process are employed.

CCSA staff makes policy and advocacy decisions and recommendations based on the following criteria.

- Core Principles
- Core Policies
- Annual market and organization goals, and according to the Board approved budget
- Strategic considerations both for the market itself as well as for other markets that may be impacted. If there is nuance to strategic considerations, staff shall consult membership.

CCSA staff process seeks to drive General Consensus through its Position Adoption process amongst Members by gathering Member input and iteration. General Consensus is defined as no strong (i.e. multiple Members advocating for alternate position in line with above criteria) vocal

opposition during multiple discussions – by email, Committee calls, other formally adopted asynchronous Committee communication tools – on a topic.

- **This process includes opportunities for Member objections within development of policy or strategies. These include:**
 - Preparations in advance for a well-informed committee – send out agendas well in advance (at least 48 hours, if possible), drawing attention to the decision that needs to be made through bold or highlighted text. Where possible, facilitate decision-making by outlining decision options (e.g., option A, option B) and a staff-proposed path forward.
 - During calls, provide as much context up front as possible. Explain why the decision needs to be made, what led up to the process and what the issue is. Explain context around similar decisions CCSA has made in other states, if possible.
 - Provide an opportunity for those members to provide education and opinions on the issue.
 - Come prepared with one or more recommendations for the group to consider (preferably outlined in the agenda or on a slide, so people can see it in writing).
 - Open the issue up for constructive, respectful debate in line with CCSA’s Code of Conduct.
 - Use google forms to gather feedback and information after the call to allow for more input from members, as needed/applicable.
 - When the conversation or conversations have come to an end, determine if there is a middle ground or if it is an either/or decision. Staff makes an informed decision based on the conversation(s).
 - Committee meetings, email correspondence, and other formally adopted asynchronous Committee communication tools shall be the only venues for discussion and debate of policy positions with CCSA staff.
- **In the instance where Core Principles or Policy precedence or General Consensus is not possible, CCSA staff follow the below process:**
 - Determination by staff lead and supervisor and Committee Chairs if we need to take a public position or not. If not, the issue will be referred to PIC, but no further action.
 - If position is necessary urgently, the elected CCSA Board adjudicates staff’s recommended action, and then the issue is referred to the PIC for further discussion, debate, and potential formal position recommendation to the Board.
- **Other considerations.**
 - CCSA follows the above process for position adoption but may employ straw polls of Members from time to time to better gauge Member positions on issues.

1) Members agree to abide by **CCSA’s Mission and Core Principles**, as follows:

CCSA Mission

The Coalition for Community Solar Access is a national Coalition of businesses and non-profits working to expand customer choice and access to solar for all American households and businesses through community solar. Our mission is to empower every American energy consumer with the option to choose local, clean, and affordable community solar. We work with customers, utilities, local stakeholders, and policymakers to develop and implement policies and best practices that ensure community solar programs provide a win, win, win for all, starting with the customer.

CCSA Core Principles

We promote policies, programs, and practices that:

- **Opportunity:** Open, expand, and protect competitive, sustainable community solar markets through comprehensive engagement in all aspects of community solar market design, enablement and innovation.
- **Access:** Allow all consumers the choice to participate in and receive a tangible economic benefit from new community solar assets, and ensure those economic benefits are communicated and realized in a clear, timely and transparent manner.
- **Integrity:** Guarantee community solar market rules create a safe, reliable marketplace for consumers to make informed choices for products that work for their needs.
- **Value:** Ensure project compensation is reflective of the full value of the locally-sited energy produced by community solar projects.
- **Efficiency:** Champion transparent, non-discriminatory, and evidence-based rules on siting and interconnection for expedient and fair community solar project development.

Appendix I
CCSA Team Values

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.