

WA CLIMATE ASSEMBLY

RULEBOOK

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I. General Provisions

Section 1. Citizens' Assembly

1. The Rulebook set out the rules for organizing the 2021 Washington Climate Assembly, hereinafter referred to as "the Assembly".
2. The Assembly is a process of democratic decision-making by a randomly selected group of Washington State residents, whose composition takes into account the demographic criteria set out in section 10 item 3 hereof. This Assembly is carried out online.
3. The Assembly aims at delivering the best possible solutions regarding the subject of the Assembly, taking into account the common good of Washington State residents.
4. Information and materials regarding the Assembly are published on the website: www.waclimateassembly.org.

Section 2. Assembly Standards

1. The Assembly is organized in accordance with the following standards:
 - 1) random selection of Assembly Members - random selection is carried out in two stages: the first one is inviting randomly selected residents to participate, and the second is selecting at random the final group of participants, including alternates. Every member of the population of Washington State who is eligible to take part in the Assembly can potentially receive the invitation, as specified in Section 11;
 - 2) demographic representativeness of the Assembly - the composition of the Assembly should broadly match the demographic profile of Washington State. The aim is to create a microcosm of the state. The size of the group allows for inclusion of a wide diversity of views. A stipend is provided to all Assembly Members;
 - 3) independence of the Coordinating Team to lead the Assembly - the Coordinating Team has the final call regarding process decisions, provided they are in accordance with these Assembly Standards;
 - 4) Assembly Members can decide to invite additional Experts and Witnesses;
 - 5) the widest practical range of perspectives (opinions) is included in the learning phase of the Assembly - if there are diverse solutions and perspectives on a subject, ideally all of them should be presented during the learning phase of the Assembly (by Expert speakers and/or Witnesses). A method of combining perspectives due to time constraints or other practical considerations may be

applied. Presentations may take the form of a video stream, a recording, a written note or other medium;

6) inclusion of all Interested Parties in the Assembly - any organization, state, local, or Tribal government, informal group or institution whose area of work and expertise is related to the topic of the Assembly has the right to present its opinion to the Assembly Members through oral testimony by representatives and/or written comments, proposals, or suggestions. The role of the Coordinating Team is only to verify whether the Interested Parties meet the criteria specified in section 13, item 1, in which case they are accepted automatically. Due to limited time and a potentially large number of Interested Parties, a method of choosing their representatives (by the Parties themselves) may be used. In this case, a diversity of perspectives should be taken into account;

7) the Assembly Program includes deliberation by Assembly Members - discussions which include listening to others mindfully and weighing options are the key element of the Assembly. The Program should involve discussions in small groups as well as in plenary sessions to maximize opportunities to speak and to be heard. The deliberation phase should be prepared and run by skilled facilitators;

8) openness - all Washington State residents are able to provide input to the Assembly in the form of written comments, proposals or suggestions;

9) sufficient time for reflection by Assembly Members - providing a sufficient amount of time for reflection is necessary to achieve well-thought-out decisions. The Assembly Members should be able to prolong their meetings - their length and number - if they choose to do so (subject to budgetary limits and the required number of Assembly Members available to participate).

10) transparency - all presentations during the learning phase are transmitted live and are recorded. All materials presented to the Assembly are made available online. After the Assembly is finished, a report presenting details of methodology used for organizing the Assembly is provided and published by the Coordinating Team.

11) visibility - residents of Washington State are informed that the Assembly is taking place via a public information campaign. Information on how they can get involved and follow it is provided by the Coordinating Team.

2. The Assembly Standards are related to the following guiding principles:

- 1) Democracy is for everyone.
- 2) The process should be organized in a fair and credible way.
- 3) In a democracy, people are the sovereign.
- 4) The aim of democracy is to improve the quality of life of residents within a community.

- 5) The purpose of a citizens' assembly is to achieve quality, well thought out decisions.

Section 3. Thematic scope of the Assembly

The subject of the Assembly is: “How can Washington State equitably design and implement climate mitigation strategies while strengthening communities disproportionately impacted by climate change across the State?”.

Section 4. Definitions

1. Expert - a person who specializes in the subject of the Assembly, by profession, education, training, skill or experience, and whose role is to transfer that knowledge to Assembly Members;
2. Witness - someone with personal insights on the Assembly topic, by virtue of first-hand life experiences, whose role is to transfer those insights to Assembly Members;
3. Facilitator - a person who conducts meetings within the Assembly;
4. Observer - a person who watches the progress of the Assembly and may be present during the Assembly Members' meetings without the right to participate in discussions or voting;
5. Assembly Members - persons who form a randomly selected group of Washington State residents, who make decisions within the Assembly;
6. Alternate Assembly Member - a person who was randomly selected to substitute for an Assembly Member from the primary group in case an Assembly Member is not able to participate in the Assembly. Alternates are members of the reserve group.
7. Recommendation - a proposal of a response or a solution that can be implemented in Washington State related to the subject of the Assembly;
8. Interested Party - an organization, institution, or informal group whose activity is related to the subject of the Assembly, or which is directly affected by issues raised during the Assembly.
9. Initiating Team - a group that started the Assembly process and was responsible for carrying out its initial steps, such as organizing a hiring process to choose the Coordinating Team and establishing the Monitoring Team.

10. Design Team - a group that is responsible for creating the rules and processes that are presented in this Rulebook.
11. Coordinating Team - a group that is responsible for organizing the Assembly.
12. Monitoring Team - a group that oversees the process of the Assembly to ensure that it follows the standards and rules set out in this Rulebook.

II. Assembly implementation

Section 5. Design Team

1. The tasks of the Design Team include:
 - 1) creating the rules and processes that are presented in this Rulebook.
 - 2) maintaining integrity of the Rulebook;
 - 3) providing guidance on the interpretation of the Rulebook, if needed.
2. The process of decision-making related to creating the Rulebook is described in the First Chapter Playbook.
3. Members of the Design Team are:
 - 1) Marcin Gerwin;
 - 2) Zuzanna Nowak.
4. The Design Team can be contacted through the following email address: info@climateassemblies.org.

Section 6. Coordinating Team

1. The Coordinating Team is responsible for the organization of the Assembly. It consists of two sub-groups: the Core Team and the Support Team.
2. The Core Team is a group of lead coordinators that makes decisions on matters referred to in item 5 of this section. The Support Team has an auxiliary role, as assigned to them by the Core Team.
3. Core Team members:
 - 1) Gretchen Muller;
 - 2) Mike Chang.
4. Support Team members:

- 1) Derek Hoshiko;
 - 2) Emily Wright;
 - 3) Karla Brollier;
 - 4) Kamal Patel;
 - 5) Aiste Manfredini;
 - 6) Wendy Cheung;
 - 7) Ruth Bell.
5. The tasks of the Coordinating Team include, but are not limited to:
- 1) designing the Assembly meetings;
 - 2) conducting the stratified random selection process of Assembly Members;
 - 3) recruiting the Interested Parties, including State, local, and Tribal representatives;
 - 4) selecting Experts and Facilitators;
 - 5) preparing the Assembly Program;
 - 6) organizing Assembly Meetings;
 - 7) conducting final voting on the proposals for Recommendations;
 - 8) publishing all necessary information and materials regarding the Assembly on its website;
 - 9) preparing the final report that presents Recommendations and details of methodology used for organizing the Assembly
6. Core Team members make decisions within their agreed roles. The pivotal decisions can be made jointly by the entire Core Team, at the request of any of its members.
7. In all matters related to the organization of the Assembly, the Coordinating Team can be contacted by writing to the following email address: info@waclimateassembly.org.

Section 7. Monitoring Team

1. The Monitoring Team oversees the process of the Assembly to ensure that it follows the standards set out in section 2. It is established by the Initiating Team.

2. The composition of the Monitoring Team includes:
 - 1) 3 seats for Washington State Executive branch – designation coordinated in conjunction with the Governor’s office;
 - 2) 3 seats for Washington State Legislature - legislators or their designees, mutually agreed upon among legislators (ideally from both chambers, and all political parties, proportionally to their respective number of seats in the state legislature; 2 from Western Washington and 1 from Eastern Washington) - appointed by legislators or their designees, in consultation with a broad group of legislators.;
 - 3) 6 seats for Tribal perspectives - may include Tribal Government elected officials, members, or staff (current or retired) who can provide technical, policy, and social perspectives reflecting the various Indigenous geographies from around the state. First to be consulted for these positions are the Inter-Tribal organizations operating within the state: Northwest Indian Fisheries Commission (NWIFC), Columbia River Inter-Tribal Fish Commission (CRITFC), Upper Columbia United Tribes (UCUT), Affiliated Tribes of Northwest Indians (ATNI), and National Congress of American Indians (NCAI). Additionally, each Tribal government operating within the state is contacted via a letter to their respective Tribal chairs. In case more than 6 people express interest, the Inter-Tribal organizations will be consulted;
 - 4) 2 seats for Academics - appointed by the Initiating Team;
 - 5) 2 seats for the Initiating Team members - self-selected by the Initiating Team;
 - 6) as many seats for Non-governmental Organizations (NGOs) as the total number of seats filled by the state, local, and Tribal Governments - two thirds will be selected by preferential voting among NGOs, one third by random selection (as outlined in section 8).
3. In case there is not a sufficient number of applicants, a seat or seats may remain vacant.
4. The first meeting of the Monitoring Team is organized by the Initiating Team.
5. In order for the Monitoring Team’s decisions to be valid, they must be taken by at least 60% of the whole team. Voting may take place outside a Monitoring Team's meeting via email or other virtual means of communication.

6. The Monitoring Team can be contacted in all matters related to the implementation of the Assembly through phone number: 1-360-602-2566 and email address: Johanna@PeoplesVoiceOnClimate.org

Section 8. Recruitment of representatives of Non-Governmental Organizations (NGOs) or informal groups to the Monitoring Team

1. The recruitment of representatives of NGOs or informal groups to the Monitoring Team is announced by the Initiating Team on the Assembly's website.
2. Any one NGO or informal group may only propose one person to the Monitoring Team.
3. To participate in the recruitment, one may send their application using the form the website: www.waclimateassembly.org. An NGO or informal group that proposes its representative to the Monitoring Team should demonstrate that its activities are related to:
 - 1) climate change;
 - 2) environmental protection;
 - 3) public participation;
 - 4) labor rights;
 - 5) local community advocacy;
 - 6) equity;
 - 7) local economic activity.
4. In the event that a proposed entity does not meet the prerequisites set out in item 3, the application is considered invalid.
5. If the number of valid applications is smaller or equal to the intended number of seats assigned to NGOs or informal groups (see: section 7, item 2, point 6), all applications are accepted automatically and the remaining seats are left vacant.
6. If the number of valid applications exceeds the intended number of seats assigned to NGOs or informal groups (see: section 7, item 2, point 6), 2/3 of their representatives are selected through preferential voting (ranked voting) and the remaining 1/3 is selected at random. Voting is conducted among the applicants only, with one vote per applicant.
7. The voting procedure referred to in item 6 is conducted using the entire pool of applicants, prior to random selection. The random selection follows the voting procedure, using the remaining pool of applicants.

8. For voting to be valid, at least half of those entitled to vote should participate. If fewer persons take part in the voting, the recruitment for the Monitoring Team shall be carried out entirely by random selection.
9. The organization of voting is prepared by the Initiating Team.
10. In case any of the NGOs or informal group members of the Monitoring Team resigns their position resulting in a vacancy, the empty seat is filled through selecting a new member from a list of alternate members resulting from an open call. The open call for applicants should last at least 7 days.
11. In the event of a fault in the voting process, the Initiating Team repeats the election process of representatives of NGOs or informal groups to the Monitoring Team. Items 1-8 apply accordingly.

Section 9. Tasks of the Monitoring Team

1. The role of the Monitoring Team is to ensure compliance with the Assembly Standards, as set out in section 2, and rules described in this Rulebook.
2. The Monitoring Team fulfills its role through:
 - 1) reviewing the Rulebook as outlined in the First Chapter Playbook;
 - 2) monitoring compliance of the Assembly process with the Assembly standards and rules;
 - 3) reviewing reports on possible violations of the Assembly's standards and rules;
 - 4) if need be, calling on the Coordinating Team to restore compliance with Assembly standards and rules;
 - 5) if need be, initiating the arbitration procedure outlined in the Rulebook to resolve issues;
 - 6) overseeing the process of random selection of Assembly Members;
 - 7) reviewing any and all appeals in the event that the Coordinating Team declines to grant the status of an Interested Party to an organization, institution, or informal group.
 - 8) appointing Observers to attend Assembly Members' meetings during the closed part of the Assembly (plenary sessions only);

- 9) reviewing appeals submitted by individuals deemed ineligible to participate as Assembly Members.
3. Anyone may submit issues for consideration by the Monitoring Team.
4. The Monitoring Team meets when it receives a report regarding a possible breach of Assembly Standards.
5. Meetings of the Monitoring Team for other purposes are convened on the initiative of at least 25% of the team members. The initiative can take the form of in-person or virtual means of communication, e.g., email, or text message.
6. The Monitoring Team may summon a representative of the Coordinating Team to its meeting to provide explanations on issues related to the course of the Assembly.
7. The Monitoring Team may invite experts on deliberative democracy, diversity, equity, inclusion, environment and other topics as advisors. An initial list of recommended experts is provided by the Initiating Team.

Section 10. Arbitration

1. In the event of a violation of any of the Assembly Standards, the Monitoring Team shall call on the Coordinating Team to take action to restore compliance with the standards. The Coordinating Team may maintain that existing activities are in line with the Assembly standards, and refuse to take the actions recommended by the Monitoring Team.
2. A vote to initiate an arbitration procedure takes place at the request of at least 33% members of the Monitoring Team. The request can arise either during a Monitoring Team's meeting, or outside a Monitoring Team's meeting via email or other virtual means of communication.
3. The Monitoring Team initiates the arbitration procedure by a majority of votes of all of its members. The voting process can take place via email or other virtual means of communication.
4. Five arbiters, referred to collectively as the Arbitration Panel, are appointed to resolve the issue that is the subject of the arbitration.
5. Where issues related to the subject of the Assembly are to be resolved, in particular, the topics of presentation or selection of experts, arbiters shall be appointed as follows:
 - 1) The Coordinating Team will compile a list of:

- a) academics from universities in the relevant subject in North America and US territories;
 - b) expert practitioners;
- 2) academics are defined as persons holding a doctoral degree from the departments or studies that closely deal with the topic (if a doctoral degree can be awarded in the field in question);
 - 3) a list of at least 10 universities is created, with at least 5 universities designated by the Coordinating Team and at least 5 universities designated by the Monitoring Team. Each of the teams may designate maximum 7 universities;
 - 4) expert practitioners are defined as persons with at least 5 years of documented experience. They may be working in NGOs, public institutions, and/or companies, or be Indigenous knowledge-holders
 - 5) a list of at least 10 expert practitioners is created, with at least 5 expert practitioners designated by the Coordinating Team and at least 5 expert practitioners designated by the Monitoring Team. Each of the teams may designate maximum 7 expert practitioners;
 - 6) five arbiters are selected from the combined list of academics and expert practitioners by random selection, using the Random.org website;
 - 7) members of the Design Team, Coordinating Team and Monitoring Team cannot become arbiters.
6. When issues related to the process of the Assembly are to be resolved, a random selection is carried out from the list of persons who are members of the OECD Innovative Citizen Participation Network. Five arbiters are selected from the list of members of this group by random selection using Random.org. Members of the Design Team, Coordinating Team and the Monitoring Team cannot be arbiters.
 7. The arbitration procedure, including the random selection of specialists, is prepared by the Coordinating Team in a transparent manner and communicated to the Monitoring Team.
 8. As part of the arbitration, both the Monitoring Team and the Coordinating Team present the arbiters with their opinions on the given matter and issues to be resolved.
 9. The arbiters' decisions are made by a 60% majority and are final.
 10. The arbitration procedure on matters related to the Assembly process can be initiated by 66% majority of all Assembly Members.

III. Assembly Participants

Section 11. Selection of Assembly Members

1. To become an Assembly Member, one must meet the following eligibility criteria:
 - 1) be a resident of Washington State;
 - 2) be at least 16 years old;
 - 3) live in a household which received an invitation to participate;
 - 4) confirm their willingness to participate as Assembly Members.
2. The Assembly consists of 80 persons in the primary group and 10 persons in the reserve group (alternates).
3. The composition of the Assembly Members group reflects the demographic structure of Washington State in terms of the following criteria:
 - 1) gender;
 - 2) age group:
 - a) 16-24 years,
 - b) 25-39 years,
 - c) 40-64 years,
 - d) 65+ years;
 - 3) level of education;
 - 4) congressional district;
 - 5) income level;
 - 6) race/ethnicity;
 - 7) attitude toward climate change.
4. Assembly Members are randomly selected. The final stage of selecting Assembly Members uses an analog method of random selection (e.g., rolling dice), and transmitted live and recorded.
5. The number of Assembly Members per congressional district is calculated using the Webster/Sainte-Laguë method.

6. To ensure the Assembly's impartiality, the following persons are asked not to register to participate:
 - 1) persons in the Governor's Office:
 - holding managerial positions;
 - working in areas related to the subject of the Assembly;
 - 2) persons holding positions in organizational units of Washington State and working in companies whose activities are areas related to the subject of the Assembly;
 - 3) elected politicians;
 - 4) members of the Interested Parties and members of their boards;
 - 5) lobbyists working in an area related to the subject of the Assembly;
 - 6) members of the Initiating Team, Design Team, Coordinating Team and Monitoring Team;
 - 7) people who will be involved in the Assembly as Experts, Observers, or Facilitators.
7. The eligibility of selected Assembly Members may be verified by the Coordinating Team. In case a selected person does not pass the verification, they are dismissed from participating in the Assembly. Dismissed individuals can submit an appeal against the decision of the Coordinating Team to the Monitoring Team.

Section 12. Rights of Assembly Members

1. Each Assembly Member has the right to:
 - 1) take part in all meetings organized as part of the Assembly;
 - 2) ask questions of presenters within the time allowed;
 - 3) Request additional opinions from Experts and Interested Parties between meetings. Such requests are handled by the Coordinating Team;
 - 4) submit proposals for Recommendations;
 - 5) participate in the discussion of the Recommendations;
 - 6) submit motions to verify the accuracy of information that appears in the discussion;
 - 7) participate in the final vote on Recommendations, subject to items 2-4;

- 8) submit motions to invite additional Experts;
 - 9) submit motions to dismiss a Facilitator;
 - 10) submit motions for additional meetings by the Assembly;
 - 11) raise objections and comments regarding the functioning of the Assembly to the Monitoring Team;
 - 12) receive a stipend for their participation in the Assembly;
 - 13) keep their identities private.
2. Persons from the primary group and the reserve group (alternates) participate in the Assembly on the same terms, except for final voting on Recommendations, in which only those from the primary group participate, subject to items 3-4.
 3. If a person from the primary group is absent from the final vote or was present at fewer than half of previous meetings of the Assembly, they are replaced by a person from the reserve group.
 4. In the situation referred to in item 3, the person from the reserve group whose demographic profile is closest to that of the person being replaced from the primary group and who has participated in at least half of previous Assembly meetings takes part in the voting. Demographic criteria are compared in the following order: gender, age group, race/ethnicity, education level. In the event that these criteria are met by more than one person, the substitute person shall be selected at random.
 5. If an Assembly Member submits a motion to verify the accuracy of information that is presented during the Assembly, fact-checking is provided by the Coordinating Team. Responses are presented to all Assembly Members orally or in writing.
 6. The identity of the Assembly Members may only be published after the process has ended and with their consent.
 7. Assembly Members can initiate the arbitration procedure on matters related to the process if 2/3 of all Assembly Members vote in favor (as laid out in section 10, item 10).

Section 13. Recruitment of Interested Parties

1. An Interested Party is an organization, institution, or an informal group of people whose activity is related to the subject of the Assembly, or which is directly affected by issues raised during the Assembly.

2. The Coordinating Team draws up a list of parties that may be interested in participating in the Assembly, which it invites to participate in the Assembly. The invitees should confirm their participation via e-mail by the date specified in the invitation.
3. Interested Parties who have not been invited to participate in the Assembly may notify the Coordinating Team about their interest in participating per instruction and the deadline on the Assembly's website. In their application, the Interested Parties should demonstrate that they meet the prerequisites specified in item 1 of this section.
4. In the event that an entity does not meet the requirements set out in item 1 of this section, the Coordinating Team shall reject the application and inform the entity by email. The email will contain a description of the appeal process.
5. An entity that was refused participation in the Assembly by the Coordinating Team may submit an appeal against its decision to the Monitoring Team, by electronic means, within 7 days of receiving a refusal to participate in the Assembly. The decision of the Monitoring Team is final.
6. The list of the Interested Parties participating in the Assembly is published on the Assembly's website.

Section 14. Rights of the Interested Parties

1. Interested Parties participating in the Assembly have the right to:
 - 1) suggest topics to be covered during the learning phase of the Assembly and/or experts to present them;
 - 2) make an oral presentation during the Assembly Members' meeting, which may include proposals for Recommendations and references to the Experts' speeches;
 - 3) provide Assembly Members with a summary of the opinion referred to in point 1 in electronic form;
 - 4) provide the Assembly Members with their comments on the suggested Recommendations by Experts and other Interested Parties in electronic form;
 - 5) provide the Assembly Members with materials pertaining to the subject of the Assembly;
 - 6) submit a motion to dismiss a Facilitator;

- 7) raise objections and comments regarding the course of the Assembly to the Monitoring Team.
2. The time allocated for the Interested Parties' speeches during Assembly meetings is divided equally between each of them. The minimum time for each Interested Party's speech is 6 minutes, and the maximum is 8 minutes.
3. If the total time for presentations by all Interested Parties exceeds the time allocated to this part of the Assembly, the Coordinating Team shall organize a workshop with the intent to discuss the possibilities of consolidating the presentations. The decision on whether to consolidate presentations is made by the Parties concerned, and the time for presenting is the same as for presenting the position of one Interested Party. If the presentations cannot be consolidated, the decision as to which Interested Parties present their opinion to the Assembly is made by Assembly Members via preferential voting.
4. The order of the Interested Parties' presentations is prepared by random selection on the day of the Assembly Members' meeting, at which the Parties' opinions are to be presented.
5. The Interested Parties shall submit the materials referred to in item 1 points 2-3 to the Coordinating Team in electronic form no later than 3 days before the day of the meeting at which they are to be delivered to the Assembly Members.
6. Materials submitted by the Interested Parties in electronic form are published by the Coordinating Team on the Assembly's website.

Section 15. Experts

1. The Coordinating Team draws up a list and invites Experts.
2. The list of Experts who have accepted the invitation to participate in the Assembly is published on the Assembly's website.
3. Assembly Members may decide to appoint additional Experts by majority vote.
4. The tasks of Experts include:
 - 1) giving a presentation during an Assembly Members' meeting;
 - 2) preparing written materials containing a summary of the presentation and proposals for Recommendations;
 - 3) preparing other written educational materials for Assembly Members;
 - 4) giving opinions on the Recommendations prepared by the Assembly Members and other Experts.

5. An Expert may choose to provide the materials referred to in item 4 point 2 without making a presentation.
6. The time allocated for each Expert's speech is at least 12 minutes. In special cases, this time may be extended to a maximum of 20 minutes.
7. Experts are entitled to compensation for taking part in the Assembly.

Section 16. Facilitators

1. The recruitment of Facilitators is carried out by the Coordinating Team.
2. The list of Facilitators is published on the Assembly's website.
3. The tasks of Facilitators include:
 - 1) conducting Assembly Members' meetings;
 - 2) moderating discussions in the Assembly meetings;
 - 3) co-designing the Assembly meetings.
4. Assembly Members may dismiss a Facilitator at the request of an Assembly Member, and Interested Party, or the Monitoring Team by a simple majority vote. The discussion regarding the dismissal of a Facilitator is moderated by a person designated by the Monitoring Team.
5. If a Facilitator is dismissed, the Coordinating Team shall appoint a new person in their place.
6. The Facilitators are entitled to remuneration for taking part in the Assembly.

Section 17. Observers

1. Those professionally or academically dealing with the subject of citizens' assemblies and those interested in organizing a citizens' assembly may participate in the Assembly's plenary sessions as Observers.
2. Observers cannot be Experts or representatives of Interested Parties.
3. A request to become an Observer should be sent to the Coordinating Team per instructions of the website. Requests should be submitted at least one week prior to the relevant meeting and include an overview of one's background and an explanation of interest.
4. The Monitoring Team may appoint up to four Observers to take part in the closed part of the Assembly. Observers are selected by the Monitoring Team by

preferential voting. Candidates may be nominated by any member of the Monitoring Team and they do not need to meet the requirements set out in item 1.

5. If there are doubts as to whether the Observer selected by the Monitoring Team meets the prerequisites set out in item 2, the decision of the Monitoring Team may be appealed.
6. Anyone may appeal the decision of the Monitoring Team, by submission to the Coordinating Team. Appeals are handled by the Design Team. The appeal shall be submitted to the Coordinating Team at the following email address: info@climateassemblies.org.

IV. Course of the assembly

Section 18. Assembly Program

1. The Assembly Program, which sets out the detailed course of Assembly Members' meetings, is prepared by the Coordinating Team in cooperation with Facilitators.
2. The Assembly Program includes meetings at which:
 - 1) speeches by Experts and Interested Parties are presented (learning phase);
 - 2) a list of draft Recommendations is created;
 - 3) deliberation about proposed Recommendations is carried out;
 - 4) a final vote on the Recommendations is held.
3. All Interested Parties are invited by the Coordinating Team to provide input to the Assembly Program in the form of suggestions regarding topics to be presented during the learning phase and the choice of Experts.
4. Before the Assembly meetings at which Experts' speeches and the Interested Parties' opinions are presented, presenters meet to familiarize themselves with the Assembly meeting's Program and the content of the others' presentations.
5. The meetings referred to in item 2 point 1 (learning phase) are open to the media and are broadcast live on the Internet (plenary only). Meetings referred to in item 2 points 2-4, (deliberation phase) are not broadcast or recorded, and only the Assembly Members, the Coordinating Team, Facilitators, Observers and persons supporting the Assembly's organization may attend.
6. The Assembly Program is published on the Assembly's website.
7. Anyone may ask the Monitoring Team to evaluate the integrity of the Assembly Program.

8. Assembly Members may decide to conduct additional meetings of the Assembly. The decision on this matter is taken by a 66% majority and is subject to budget constraints.
9. A minimum of 66% of the Assembly's primary group must be present at a meeting in order for the meeting to be considered valid.
10. The Assembly Program may include sessions for Assembly Members, such as workshops, for which the presence of at least 66% Assembly Members is not required.

Section 19. Work on Recommendations

1. Proposals for Recommendations on the subject of the Assembly may be submitted by anyone other than persons from the Coordinating Team, Design Team, Facilitators, and Observers.
2. The general public may submit their proposals for Recommendations via the Assembly's website.
3. Experts and Interested Parties submit their proposals for Recommendations electronically to the Coordinating Team.
4. Assembly Members submit their proposals for Recommendations to the Coordinating Team during the course of the Assembly as specified during the meetings.
5. Proposals for Recommendations from the general public, Interested Parties and Experts may be submitted no later than the last day of the learning phase of the Assembly, as published in the program on the website.
6. The Coordinating Team prepares a list of proposed Recommendations, submits it to Assembly Members within 3 days of the last meeting of the learning phase and publishes all submitted proposals on the Assembly's website.
7. All proposals for Recommendations put forward by Assembly Members, Interested Parties and Experts are submitted for final voting, subject to items 8-9.
8. The Coordinating Team may decide to:
 - a) put proposals for Recommendations to a preliminary vote, at which point some of them may be rejected;
 - b) conduct a workshop for Assembly Members, with the aim to select the most important proposals for Recommendations;

- c) merge proposals for Recommendations into blocks, with the consent of the majority of Assembly Members.
9. As part of the workshop referred to in item 8.b, the Assembly Members can merge proposals for Recommendations or create new ones based on submitted proposals.
10. The list of proposals for Recommendations to be put to the final vote shall be published by the Coordinating Team on the Assembly's website and sent to the Interested Parties and Experts for consultation. At least 7 working days are allowed for a response. Anyone may submit comments and/or amendments to the proposed Recommendations. All submitted insights are shared with the Assembly Members.
11. Before the final vote, the wording of the proposed Recommendations is refined. Assembly Members may ask for the support of a legalese specialist for this purpose.
12. In the event that a new proposal for Recommendation is formed by Assembly Members at the last stage before final voting, it is treated in the manner described in item 10. The new proposal is put to the final vote only after collecting comments and/or amendments from the general public, Interested Parties and Experts.
13. A decision whether a particular proposal for Recommendation should be considered as new, or an amended version of an old proposal is made by the Coordinating Team. To consider a proposal as a new one, a unanimous decision of all Core Team members is required.

Section 20. Final vote

1. Voting on Recommendations is done by each Assembly Member completing an online voting ballot.
2. Assembly Members cast their vote by selecting one of the following options for each proposal:
 - 1) I strongly agree;
 - 2) I agree;
 - 3) I agree, although I have some doubts or reservations;
 - 4) I have many doubts;
 - 5) I somewhat disagree;
 - 6) I disagree;

7) I strongly disagree;

where options 1-3 indicate support for the proposals for Recommendation and options 4-7 indicate lack of support.

3. For each vote, points are granted as follows:
 - 1) I strongly agree - 3 points;
 - 2) I agree - 2 points;
 - 3) I agree, although I have some doubts or reservations - 1 point.
4. An arithmetic mean is calculated for the points granted in accordance with item 3.
5. Online voting ballots are prepared by the Coordinating Team and reviewed by Assembly Members.
6. If two or more proposed Recommendations have been made that concern the same issue and are mutually exclusive, they are grouped and voting is carried out in accordance with the principles described in items 1-3.
7. A Recommendation is considered as approved by the Assembly when:
 - 1) it receives the support of at least 80% of Assembly Members, and
 - 2) the arithmetic mean of the points granted to it is at least 1.75.
8. If two or more proposals that are mutually exclusive meet the threshold of being considered approved (as laid out in item 7 above), the Recommendation approved is the one that received the highest total number of points granted according to item 3.
9. If two or more proposals that are mutually exclusive have received the same number of points, they shall be discussed and voted on again, until a winning proposal is determined.
10. If a proposal for Recommendation has not received the support of at least 80% of Assembly Members, and 66% Assembly Members agree, it can be revisited, amended, and voted on again. Voting on a proposed Recommendation can take place a maximum of 3 times.
11. Voting on the Recommendations is secret.
12. The list of Recommendations along with the percentage and strength of support by Assembly Members is published on the Assembly's website immediately after the official presentation of Recommendations.

Section 21. Submitting an appeal

1. Anyone may file an appeal against the manner in which the Recommendations were created or voted on.
2. Appeals shall be considered by the Monitoring Team.
3. Appeals must be filed within 3 days from the publication of Recommendations on the Assembly's website.
4. A decision to repeat the process of creating a Recommendation requires 80% majority of votes of all Monitoring Team members.

V. Final provisions

Section 22. Implementation

The rules and procedures presented in the Rulebook take effect on the day of publication on the Assembly's website.

Section 23. Changes to the Rulebook

1. Proposal for amendment to the Rulebook may be submitted at any point of the Assembly by:
 - 1) Design Team - requires unanimous decision of all Design Team members;
 - 2) Core Team - requires unanimous decision of all Core Team members;
 - 3) Monitoring Team - requires 66% majority of votes of all of its members.
2. Proposals for amendments are shared by their initiator with all teams indicated in item 1 by email. Each team has 7 working days to respond to the proposals.
3. If no objections are raised, the Design Team makes amendments in the Rulebook on the next working day after the deadline for sending objections has passed.
4. If all teams express their approval for the proposed amendments before the deadline given for sending objections (as laid out in item 2), the amendments in the Rulebook are made by the Design Team on the same or the next day that the approvals have been expressed.
5. The Design Team has the right to veto proposed amendments to the Rulebook. If this happens, the arbitration procedure may be initiated and its outcomes are final.

6. Arbitration procedures related to the proposals for amendments to the Rulebook may be initiated by:
 - 1) Design Team - requires unanimous decision of all Design Team members;
 - 2) Core Team - requires unanimous decision of all Core Team members;
 - 3) Monitoring Team - requires 66% majority of votes of all of its members.
7. Rules for arbitration procedure related to the proposals for amendments are covered by section 10 items 6-9.
8. The amended version of the Rulebook is published by the Coordinating Team on the same day that the Design Team makes amendments in the Rulebook.
9. Amendments to the Rulebook take effect on the day of publication on the Assembly's website.