NCADAC Decisions. See the attached DRAFT ROLES AND RESPONSIBILITIES FOR NCADAC, NCA AUTHORS, AND REVIEW EDITORS Relating to Developing the National Climate Assessment 2013 Report, approved by NCADAC on August 15, 2012.

NCADAC decision-making.

**Quorum.** The NCADAC will make decisions only at meetings and only when a quorum of NCADAC members is present. A quorum of NCADAC members is 50% plus one member of the current membership of the NCADAC, excluding ex-officio members (e.g., the current membership of 44 non-ex-officio members translates to a quorum of 23). Members participating by phone will be considered present for the determination of a quorum at the time a decision is made; email or proxy participation will not be considered present for purposes of a quorum.

**Consensus.** The NCADAC aspires to making all decisions by consensus. Thus, consensus decision-making will be vigorously pursued for all decisions of the NCADAC. All NCADAC members, including ex-officio members, may fully participate in the consensus building discussions. For any decision, consensus will be achieved when all members, excluding ex-officio members, support the decision. Minority views are not encouraged, but the member(s), except ex-officio members, who cannot support the proposal as an acceptable decision may submit a minority view for recording in the minutes of a meeting (if the issue is a process or procedural one). If the issue is related to the language or content of a NCADAC product, it is preferable to work the minority view into the text, if possible, but a separate minority view may be included in the product as a last resort if all efforts to reach a consensus fail. Any such minority view would be made with attribution.

**Voting.** Voting is not consistent with pursuit of consensus and thus will not be utilized for NCADAC decision-making.