

Guidelines for Drafting Group Participation

The intent of the Drafting Group Guidelines is to ensure productive Drafting Group meetings and to complete drafting in an efficient and open manner. The Guidelines are subject to change at the direction of the Chair. **All comments will be considered.**

Membership

1. Drafting Group membership is open to both regulators and interested parties and will include the following groups:
 - Working Group Members;
 - 4 industry representatives;
 - 3 consumer representatives; and
 - 2 state legislators.
2. It is up to each group to determine who the representatives will be at Drafting Group meetings.
3. Each group will choose one primary representative to attend all meetings throughout the drafting process for continuity.
4. Each group will choose their additional representatives up to their allotted number, who may vary for each meeting, depending on the section or core principle being discussed.
5. Each group will email the name of the additional representative to NAIC Staff Support, Jenny Neuerburg, at least 24 hours prior to a scheduled meeting.
 - If the number of volunteer requests exceeds the allotted representatives and a primary representative is not chosen, the Chair and Vice Chair will make the selection.

Participation and Decision-Making

1. All Drafting Group members must actively participate in the drafting process and discussions.
2. All Drafting Group members must be empowered to draft.

Time Commitment

1. The Drafting Group intends to meet at most bi-weekly, but at least once a month.
2. This time commitment is subject to change based on the progress and needs of the Drafting Group.

Meetings and Calls

1. All Drafting Group meetings and calls will be open to the public and posted on the Working Group's webpage.
2. Only Drafting Group members may speak during the meetings and calls, unless otherwise recognized by the Vice Chair.

Procedure

1. The Drafting Group will work section by section gaining consensus to present to the Working Group to consider for adoption.
2. If the Drafting Group is unable to come to timely consensus on a section, the Chair and Vice Chair reserve the right to bring that section to the attention of the Working Group for their consideration and adoption.
3. Each section adoption will be with the caveat that any future definition change or edit to another section that affects the adopted language will be reviewed.