

## MASSACHUSETTS ENERGY EFFICIENCY ADVISORY COUNCIL

### GROUND RULES

#### I. Purpose

The Energy Efficiency Advisory Council (“Council”) was established by the Green Communities Act, Chapter 25 of the Massachusetts General Laws, Section 22 and is governed by the Council Bylaws which set forth Council procedures and Councilor duties and responsibilities.

The purpose of these Ground Rules is to establish agreed upon standards of professional conduct for Council voting members, non-voting members, and other attendees that participate in Council meetings. For purposes of this document, Councilor refers to both voting and non-voting Council members, as well as established designees in accordance with the Council Bylaws section 5.07.

#### II. Council Meeting Organization

1. All Council meetings shall begin on time and shall be guided by an agenda prepared, posted, and distributed in accordance the Council Bylaws and Open Meeting Law requirements (M.G.L. c. 30A, §§ 18-25).
2. The Chair will impartially facilitate Council meetings in accordance with the Council Bylaws and procedures that enable the Council to effectively carry out its role.
3. All Councilors should do their best to attend Council meetings, arrive on time, and be prompt in returning from breaks during meetings. See Bylaws Section 7.05 for attendance requirements.
4. All Councilors should be prepared for Council meetings and review all documents disseminated prior to the meeting.
5. Only Councilors shall sit at the primary inner table during meetings. Members of the consulting team shall sit at the table at the discretion of the Chair.
6. The Chair shall designate a time-keeper who will be responsible for helping the Chair ensure the meeting follows the proposed duration for each topic on the agenda. The time-keeper will also be responsible for tracking the three-minute time allotment per Councilor on a given topic set forth in Section III below.

#### III. Meeting Participation

1. Councilors that wish to speak shall turn their name card upright, place name card near the edge of the table to be visible to the Chair, and wait to be recognized by the Chair. Councilor statements and questions should be clear, succinct, and able to be heard by all attendees
2. Other attendees, who are not Councilors, may be given a chance to comment on a specific topic at appropriate junctures, as time allows, and as determined by the Chair.
3. Councilors should talk one at a time during meetings and all meeting attendees should limit side conversations.
4. Councilors should stay on the topic being discussed. When a topic or agenda item has been discussed fully and the Chair moves on to the next agenda item, Councilors shall not bring the discussion back to a previous topic.

5. Councilor will be given three (3) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair and may be limited or extended when deemed appropriate by the Chair.
6. If a Councilor wishes to submit written information, he or she may give it to the Chair prior to the meeting.
7. Councilors are charged with participating in a constructive forum and shall be respectful of other people's ideas. No personal attacks will be tolerated.
8. Councilors agree to act in good faith during the discussions, meaning Councilors will be forthright and communicative about their interests and preferences. Councilors will ensure they have sufficient knowledge and information of the subject matter on which they are speaking.
9. Councilors will do their best to actively seek agreement wherever possible.
10. Councilors should address any concerns about the discussion or the meeting with the Chair. It is the Chair's responsibility to bring the meeting to order.

Councilors' failure to comply with these Ground Rules which will disturb, disrupt or impede the orderly conduct of Council meetings may result in removal from the meeting at the discretion of the Chair.

Repeated failure to comply with these Ground Rules could constitute "just cause" for removal of the appointee from the Council in accordance with Council Bylaws Section 5.06.