

## MA EEAC 2020 Workshop Protocols and Groundrules

### A) Goal/Approach to Making Recommendations

1. The goal of these workshops is to develop a set of consensus EEAC recommendations for the PAs to address in the development of the next three-year EE Plans
2. At each of the first five workshops, we will be discussing, refining, and potentially winnowing or adding to a set of potential draft recommendations (provided by EEAC Consultants w/input from DOER and in some cases from the PAs].
3. During our substantive discussions of recommendations, if a Councilor cannot agree with a proposed recommendation under consideration, that Councilor should explain why and propose a specific alternative that he or she can support.
4. We will then come together in a final (probably the 6<sup>th</sup>) workshop to finalize the recommendations. We will be seeking consensus (defined as unanimity of the **voting Councilors**,) to the greatest extent possible and as time allows. Where we don't have consensus, we could include multiple options, along with who supports which option.

### B) Workshop Conduct

5. Come prepared to discuss agenda items, including any potential recommendations (by reviewing all background documents disseminated prior to the meeting and conferring with your organization and other colleagues as needed.)
6. Be forthright and communicative about your interests and preferences
7. Be clear, so that everyone understands your interests and proposals
8. Be concise, so that everyone who wants to provide input has an opportunity to do so

### C) **Zoom Protocols** (note this is for Zoom Webinar w/o breakouts—will add some additions/slight modifications when running Zoom Meetings w/break-outs)

9. Councilor attendance will be taken via roll call at the beginning of the workshop.
10. Councilors should have their videos on, and their audio muted unless speaking
11. Presenters who are not Councilors should only unmute their video and audio when presenting or otherwise participating
12. When Councilors (or presenters) want to ask a question or make a comment, they should use the raise hand function to get in queue
13. All questions and comments by Councilors must be made verbally (to be in sync with open meeting laws); the Q&A function is being disabled; and Chat should only be used to contact the host in regard to technical problems
14. If a Councilor is disconnected from the Workshop, please announce yourself when you rejoin by sending a chat to the host
15. Other attendees should be able to see and hear the workshop, but will have their audio/video muted
16. The Workshops will be recorded (mainly to support meeting summary development)