

Remote Participation Policy

Energy Transformation Advisory Board

Amended January 22, 2025

Section 1: Purpose and Scope

- (1) Purpose. This document sets forth the remote participation policy for the Energy Transformation Advisory Board (ETAB) to ensure transparency with regard to deliberations on which public policy is based.
- (2) Scope. The remote participation policy applies to all members of the ETAB.

Section 2: Definitions

- (1) “Chair of the ETAB” refers to the Executive Director of the Office of Energy Transformation or an authorized designee.
- (2) “ETAB” refers to Energy Transformation Advisory Board, established by the OET.
- (3) “ETAB Meeting” refers to any ETAB meetings or subcommittee meetings.
- (4) “Members” refers to the ETAB members, as established in the ETAB Bylaws Article 5.

Section 3: Adoption and Revocation

- (1) Adoption of Remote Participation. Members may, by a simple majority, vote to approve or amend this remote participation policy, with that vote applying to all subsequent ETAB meetings.
- (2) Restrictions. Members may, by a simple majority, adopt policies that prohibit or restrict the use of remote participation provided those policies do not violate any state or federal law.
- (3) Revocation of Remote Participation. Members may revoke the adoption of remote participation, by a simple majority.

Section 4: Requirements

- (1) Minimum Requirements for Remote Participation.
 - (a) Members who participate remotely in ETAB meetings shall be clearly audible to each other and the public at all times; and
 - (b) Members who participate remotely in ETAB meetings shall be permitted to speak at the meeting, participate in all votes, and shall not be deemed absent.

Section 5: Technology

- (1) The ETAB will provide telephone and internet options for audio and/or video conferencing for remote participation.
- (2) The ETAB will provide reasonable accommodations for any Member who requires language interpretation, TTY service, video relay service, or other form of adaptive telecommunications.
- (3) Upon advance notice, the ETAB will provide reasonable accommodation for any other participant who requires language interpretation, TTY service, video relay service, or other form of adaptive telecommunications.
- (4) The Chair of the ETAB shall decide how to resolve any technical difficulties that may arise from remote participation but is encouraged to suspend ETAB discussions while reasonable efforts are made to resolve the technical difficulties. If a remote participant is disconnected from the ETAB meeting, then that fact and the time the disconnection occurred shall be recorded in the ETAB meeting minutes.

Section 6: Procedures

(1) Procedures for Remote Participation.

- (a) Any Member who wishes to participate remotely shall seven days, or as soon as reasonably possible, prior to the ETAB meeting notify the chair of the ETAB, of their desire to do so.
- (b) At the start of the meeting, the chair of the ETAB shall announce the names of all Members who will be participating remotely. This information shall also be recorded in the minutes.
- (c) All Members should reasonably identify their name and affiliation when speaking, regardless of whether they are participating remotely or are physically present.
- (d) All attendees should limit side conversations to ensure the orderly conduct of the meeting and to not disrupt the meeting audio for remote participants. Members participating remotely should remain muted when not actively speaking.
- (e) Votes for ETAB members participating remotely shall be by responding to a request from the Chair or its designee to identify if a Member participating remotely has a vote of “nay” or “abstention.” The Chair or its designee will provide direction to Members participating remotely on how to indicate a vote of “nay” or “abstention” (e.g., the Chair may instruct Members to use the “raise hand” feature to indicate having a vote, the Chair would then call on the Member to vote). If a Member participating remotely does not explicitly state they oppose or abstain when the Chair or its designee calls for Members to respond or otherwise follow the direction of the Chair or its designee, their vote will be marked as “aye” in support of the measure.