**Remote Participation Policy**

**Clean Energy Transmission Working Group**

Adopted \_\_\_\_\_, 2023

Sections

1. Purpose and Scope
2. Definitions
3. Adoption and Revocation
4. Requirements
5. Technology
6. Procedures

Section 1: Purpose and Scope

1. Purpose. This document sets forth the remote participation policy for the Clean Energy Transmission Working Group (CETWG), in accordance with the Open Meeting Law; G.L. c. 30A, §§ 18‑25, 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 CETWG.

Section 2: Definitions

1. “CETWG” refers to the Clean Energy Transmission Working Group, established pursuant to 2022 Mass. Acts ch. 179, § 71.
2. “CETWG Meeting” refers to any CETWG meetings or subcommittee meetings that have been properly noticed pursuant to G.L. c. 30A, §§ 18-25.
3. “Members” refers to the 17 members or their designees: 1 of whom shall be the chair of the department of public utilities, who shall serve as co-chair; 1 of whom shall be the commissioner of energy resources, who shall serve as co-chair; 1 of whom shall be the attorney general; 2 of whom shall be the co-chairs of the joint committee on telecommunications, utilities, and energy; 6 of whom shall be appointed by the governor from a list of persons submitted by the following organizations and associations: the American Society of Civil Engineers, the Associated Industries of Massachusetts, Inc., the Massachusetts Taxpayers Foundation, Inc., the National Consumer Law Center, Inc., the Acadia Center, and the Northeast Clean Energy Council, Inc.; and 6 persons to be appointed by the governor, 1 of whom shall be a representative of or consultant to the offshore wind industry, 1 of whom shall be a representative of or consultant to the solar energy industry, 1 of whom shall be an economist with knowledge of electricity transmission, distribution, generation and power supply, 1 of whom shall be a representative of municipal interests or a regional public entity, and 2 of whom shall be representatives of investor-owned utilities in the commonwealth.

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, in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent CETWG 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 940 CMR 29.10, or any state or federal law.
3. Revocation of Remote Participation. Members may revoke the adoption of remote participation, by a simple majority, in accordance with the requirements of 940 CMR 29.10.

Section 4: Requirements

1. Minimum Requirements for Remote Participation.
   1. Members who participate remotely in CETWG Meetings shall make best efforts to be clearly audible; and
   2. Members who participate remotely in CETWG Meetings shall be permitted to speak at the Meeting, participate in all votes, and shall not be deemed absent.
2. Permissible Reasons for Remote Participation. Members shall be permitted to participate remotely in a CETWG Meeting, in accordance with the procedures described in Section 6 below.

Section 5: Technology

1. The CETWG will provide telephone and internet options for audio and/or video conferencing for remote participation.
2. The CETWG 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 CETWG 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 co-chairs of the CETWG shall decide how to resolve any technical difficulties that may arise from remote participation and may suspend CETWG discussions while reasonable efforts are made to resolve the technical difficulties. If a remote participant is disconnected from the CETWG Meeting, then that fact and the time the disconnection occurred shall be recorded in the CETWG Meeting minutes.

Section 6: Procedures

1. Procedures for Remote Participation.
   1. At the start of a CETWG Meeting, the co-chairs of the CETWG shall announce the names of all Members who will be participating remotely. This information shall also be recorded in the minutes.
   2. All votes taken during any CETWG meeting, in which a Member is participating remotely, shall be by roll call vote.
   3. A Member who participates remotely may attend an executive session, but shall state at the start of any such session that no other person is present or able to hear the discussion at the remote location, unless that presence of that person is approved by a majority vote of the public body.