

Ground Rules
Electric Vehicle Infrastructure Coordinating Council
Adopted **TBD**

I. Purpose

The Electric Vehicle Infrastructure Coordinating Council (EVICC) was established by Chapter 179 of the Acts of 2022, Section 81 and is governed by the EVICC By-Laws which set forth EVICC procedures and Member duties and responsibilities. The purpose of these Ground Rules is to establish agreed-upon standards of professional conduct for EVICC members and other participants in EVICC meetings. For purposes of this document, Member refers to both voting and non-voting EVICC members, as well as designees in accordance with the Council Bylaws Section 5.6.

II. EVICC Meeting Organization

1. All EVICC meetings shall begin on time and follow an agenda prepared, posted, and distributed in accordance with EVICC By-Laws and Open Meeting Law (G.L. c. 30A, §§ 18-25).
2. The chair of the EVICC (Chair) will facilitate EVICC meetings in accordance with the EVICC By-Laws and procedures that enable the EVICC to effectively carry out its role.
3. All Members should do their best to attend EVICC meetings, arrive on time, and be prompt in returning from breaks during meetings.
4. All Members should prepare for EVICC meetings and review all materials provided prior to the meeting. Reasonable efforts shall be made to prepare, post, and distribute materials in advance of the deadline referenced in Section II.1 above for EVICC review.
5. The Chair may designate a timekeeper who will assist the Chair to ensure the meeting follows the proposed schedule on the agenda. The timekeeper will also be responsible for tracking the three-minute allotment per Member on a given topic, as set forth in Section III below.

III. Meetings

1. Members that wish to speak shall:
 - a. In person, 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.
 - b. In remote or hybrid meetings, use a raise hand or similar function and wait to be recognized by the Chair.
2. Member statements and questions should be clear, succinct, and audible to all attendees.
3. Members should refrain from using any chat function to ensure that all members are clearly audible to each other during deliberations, as required by M.G.L. c. 30A, § 20(d). Members should reasonably identify their representative sector or interest when speaking.

4. When participating remotely, Members should ensure that their name and organization are correctly identified.
5. Other attendees, who are not Members, may be given a chance to comment, either in writing or verbally in a meeting, on a specific topic, as determined by the Chair and as time allows.
6. Members should talk one at a time during meetings and all attendees should limit side conversations. If joining remotely, Members should remain muted when not actively speaking.
7. Members should stay on the topic being discussed. When a topic or agenda item has been discussed fully and the Chair moves to the next agenda item, Members shall not bring the discussion back to a previous topic.
8. Members may be given three (3) minutes to speak on any agenda item, at the discretion of the Chair and may be limited or extended as deemed appropriate by the Chair.
9. If a Member wishes to submit written materials, they may give it to the Chair prior to the meeting. The Chair should make reasonable efforts to provide materials to other Members with sufficient time for review. If materials are provided for deliberation and voting, materials must be provided consistent with the time requirements noted in Section II.1.
10. Members are charged with participating in a constructive manner and shall be respectful of other perspectives. No personal attacks will be tolerated.
11. Members agree to act in good faith during discussions, meaning Members will be forthright and communicative about their interests and preferences. Members will ensure they have sufficient knowledge and information of the subject matter on which they are speaking.
12. Members will do their best to actively seek agreement wherever possible.
13. Members 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.

Any failure by Members to comply with these Ground Rules, which disturbs, disrupts or impedes the orderly conduct of council meetings, may result in removal from the meeting at the discretion of the Chair.