

Remote Participation Policy
Electric Vehicle Infrastructure Coordinating Council
Adopted **TBD**

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Section 1: Purpose and Scope

(1) Purpose. This document sets forth the remote participation policy for the Electric Vehicle Infrastructure Coordinating Council (EVICC), 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 EVICC.

Section 2: Definitions

(1) “Chair of the EVICC” refers to the secretary of energy and environmental affairs or an authorized designee.

(2) “EVICC” refers to the Electric Vehicle Infrastructure Coordinating Council, established pursuant to St. 2016 c. 179 § 81.

(3) “EVICC Meeting” refers to any EVICC meetings or subcommittee meetings that have been properly noticed pursuant to G.L. c. 30A, §§ 18-25.

(4) “Members” refers to the eleven EVICC members listed in St. 2016 c. 179 § 81(a) representing each of the following: (1) the secretary of energy and environmental affairs; (2) the commissioner of environmental protection; (3) the commissioner of energy resources; (4) the secretary of the Massachusetts Department of Transportation; (5) the general manager of the Massachusetts Bay Transportation Authority; (6) the secretary of housing and economic development; (7) the secretary of administration and finance; (8) the executive director of a regional planning agency; (9) the commissioner of public utilities; and (10) and (11) the chairs of the joint committee on telecommunications, utilities and energy.

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 EVICC 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.

(a) A quorum of the Members, including the Chair of the EVICC shall be physically present at the physical meeting location;

(b) Members who participate remotely in EVICC meetings shall be clearly audible to each other and the public at all times; and

(c) Members who participate remotely in EVICC meetings shall be permitted to speak at the meeting, participate in all votes, with the exception of votes on spending matters pursuant to Section 4(3), and shall not be deemed absent.

(2) Permissible Reasons for Remote Participation. Members shall be permitted to participate remotely in a EVICC meeting, in accordance with the procedures described in Section 6 below, if physical attendance would be unreasonably difficult.

(3) Votes on Spending Matters. Pursuant to St. 2016 c. 179 § 81(a), the chairs of the joint committee on telecommunications, utilities and energy shall not be permitted to vote on any spending matters.

Section 5: Technology

(1) The EVICC will provide telephone and internet options for audio and/or video conferencing for remote participation.

(2) The EVICC 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 EVICC 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 EVICC shall decide how to resolve any technical difficulties that may

arise from remote participation, but is encouraged to suspend EVICC discussions while reasonable efforts are made to resolve the technical difficulties. If a remote participant is disconnected from the EVICC meeting, then that fact and the time the disconnection occurred shall be recorded in the EVICC meeting minutes.

Section 6: Procedures

(1) Procedures for Remote Participation.

- (a) Any Member who wishes to participate remotely shall, as soon as reasonably possible prior to the EVICC meeting, notify the chair of the EVICC, of their desire to do so, and the reason for their request to participate remotely.
- (b) At the start of the meeting, the chair of the EVICC shall announce the names of all Members who will be participating remotely. This information shall also be recorded in the minutes.
- (c) All votes taken during any EVICC meeting, in which a Member is participating remotely, shall be by roll call vote.