

Ground Rules
Extended Producer Responsibility Commission
Adopted TBD

I. Purpose

The Extended Producer Responsibility Commission is established pursuant to Section 108 of Chapter 239 of the Acts of 2024, (the “Enabling Act”) and may be referred to as the “EPRC.” The purpose of these Ground Rules is to establish agreed-upon standards of professional conduct for EPRC members and other participants in EPRC meetings. For purposes of this document, Member refers to voting EPRC members, as well as designees in accordance with the Council Bylaws Section 5.5.

II. EPRC Meeting Organization

1. All EPRC meetings shall begin on time and follow an agenda prepared, posted, and distributed in accordance with EPRC By-Laws and Open Meeting Law (G.L. c. 30A, §§ 18-25).
2. The chair of the EPRC (Chair) will facilitate EPRC meetings in accordance with the EPRC By-Laws and procedures that enable the EPRC to effectively carry out its role.
3. All Members should do their best to attend EPRC meetings, arrive on time, and be prompt in returning from breaks during meetings.
4. All Members should prepare for EPRC 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 EPRC review.
5. The Chair may designate a timekeeper who will assist the Chair to ensure the meeting follows the proposed schedule on the agenda.

III. Meetings

1. Members who 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).
4. Members should reasonably identify their representative sector or interest when speaking. 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 focus their remarks on the topic being discussed and should avoid returning to items that have already been discussed.
8. 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.
9. Members are charged with participating in a constructive manner and shall be respectful of other perspectives. No personal attacks will be tolerated.
10. 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.
11. Members will do their best to actively seek agreement wherever possible.
12. 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.