

**Ground Rules**  
**Grid Modernization Advisory Council**

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

**I. Purpose**

The Grid Modernization Advisory Council (GMAC) was established by Chapter 164 of the Massachusetts General Laws, Section 92C and is governed by the GMAC Bylaws which set forth GMAC procedures and Member duties and responsibilities. The purpose of these Ground Rules is to establish agreed upon standards of professional conduct for GMAC members and other participants in council meetings. For purposes of this document, Member refers to both voting and non-voting GMAC members, as well as designees in accordance with the Council Bylaws Section 5.6.

**II. Council Meeting Organization**

1. All council meetings shall begin on time and follow an agenda prepared, posted, and distributed in accordance with GMAC By-laws and Open Meeting Law (G.L. c. 30A, §§ 18-25).
2. The Chair will facilitate GMAC meetings in accordance with the GMAC By-laws and procedures that enable the GMAC to effectively carry out its role.
3. All Members should do their best to attend GMAC meetings, arrive on time, and be prompt in returning from breaks during meetings. See By-laws Section 6.6 for attendance requirements.
4. All Members should prepare for council meetings and review all materials provided prior to the meeting.
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; use of a chat function is not sufficient under 940 CMR 29.10.
3. Other attendees, who are not Members, may be given a chance to comment on a specific topic, as determined by the Chair and as time allows.

4. 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.
5. 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.
6. 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.
7. If a Member wishes to submit written materials, they may give it to the Chair prior to the meeting.
8. Members are charged with participating in a constructive manner and shall be respectful of other perspectives. No personal attacks will be tolerated.
9. 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.
10. Members will do their best to actively seek agreement wherever possible.
11. 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.

Repeated failure to comply with these Ground Rules could constitute “just cause” for removal of the appointee from the GMAC in accordance with By-laws Section 5.5.