

**Kentucky Lead Workgroup  
Draft Ground Rules  
4-20-16**

1. **Workgroup Governance:**
  - a. The Kentucky Lead Workgroup consists of 13 appointed members and A quorum is established by attendance in person by at least 7 members.
  - b. Workgroup members may conference in to meetings by phone, but will not be able to vote by phone.
  - c. Meeting notice and draft agenda will be delivered to group members at last 3 business days in advance of the meeting
  - d. Public meeting notice will be made at least 24 hours in advance of meetings
  - e. Workgroup meetings will be open and accessible to the public and meeting materials are subject to open records.
  - f. Minutes of the Workgroup meetings will be kept and made available to the public upon approval.
  - g. The workgroup may assign individual members with tasks for the purpose of gathering information and educating workgroup members.
  - h. All communications to and from the media should be directed to the Energy and Environment Cabinet or to the Workgroup Chair.
  
2. **Workgroup members will:**
  - a. Make effort to attend majority of meetings.
  - b. Let the Chair know at least 24 hours in advance if he/she can not attend the meeting
  - c. Come prepared to meetings, listen attentively and not have side conversations
  - d. Actively participate and respect the input of others during meetings
  - e. Actively work towards consensus for the benefit of public health, safety and welfare.
  - f. Be assigned tasks as necessary
  - g. Silence their phones during the meetings, and excuse themselves from the meeting if they must make or take a phone call.
  
3. **Decision making and Recommendations of the workgroup:**
  - a. The minutes and agenda will be reviewed and approved at the beginning of each Workgroup meeting
  - b. Chair will work to gain consensus of all Workgroup members for recommendations and action items.
  - c. Decisions and final recommendations of the Workgroup must be approved by a simple majority of Workgroup members in attendance at the meetings.
  - d. Decisions, recommendations and action items will be recorded in the minutes.
  
4. **Workgroup Attendees (guests, media, liaison, resources, presenters))**
  - a. Workgroup attendees silence their phones during the meetings, and excuse themselves from the meeting if they must make or take a phone call.
  - b. Each meeting will have a public comment period where attendees may address the workgroup.
  - c. Each attendee will be provide up to 5 minutes to address the group, and the time may be extended at the discretion of the Chair.
  - d. The Chair may call for input from liaisons, resources or presenters during the course of the meeting.
  
5. **Ground rules may be amended by a majority vote of the Workgroup members in attendance at any meeting of the Workgroup.**