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 least 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 provided 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.