

**Kentucky Lead Workgroup  
Ground Rules and Open Meeting Rules  
Approved May 18, 2016**

1. **Workgroup Governance:**
  - a. The Kentucky Lead Workgroup consists of 12 appointed members.
  - b. The Chair will run the meetings. In the absence of the Chair, the Chair shall appoint an individual to Chair the meeting.
  - c. A quorum is established by attendance in person by at least 7 members. In the absence of a quorum, the group may meet to discuss and communicate, but no decisions or recommendations of the Workgroup will be considered.
  - d. Workgroup members may conference and communicate in meetings by phone, but will not be able to vote by phone.
  - e. Meeting notice, draft agenda and draft minutes will be delivered to group members at last 2 business days in advance of the meeting.
  - f. Public meeting notice will be made by Energy and Environment Cabinet (EEC) at least 24 hours in advance of meetings.
  - g. Workgroup meetings will be open and accessible to the public and Workgroup meeting materials are subject to the Freedom of Information Act (FOIA) and Kentucky Open Records Act.
  - h. Minutes of the Workgroup meetings will be kept and made available to the public after approval.
  - i. The Workgroup may establish sub-groups for the purpose of gathering information and educating workgroup members; Subject matter experts or other resources may be identified by the Workgroup to assist with sub-group activities; sub-group meetings of less than a quorum will not be subject to open meetings requirements.
  - j. Copies of all printed materials presented at the Workgroup meetings will be made available to the public at the meetings.
  - k. All communications to and from the media will be directed to Bruce Scott, Commissioner, Department of Environmental Protection, Energy and Environment Cabinet (EEC) or to the the Workgroup Chair, Greg Heitzman.
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 and safety.
  - f. Be assigned to one or more sub-committees.
  - 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 must 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. **Workgroup Ground Rules may be amended by a majority vote of the Workgroup members in attendance at any meeting of the Workgroup.**