

# Kentucky Lead Workgroup

## Draft Ground Rules

### Updated 5-19-16

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 Environmental Protection Cabinet 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).
  - 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 of the Environmental Protection Cabinet 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. After adoption, Workgroup Ground Rules may be amended by a majority vote of the Workgroup members in attendance at any meeting of the Workgroup.