

Delaware Energy Efficiency Advisory Council (EEAC)

Ground Rules

I. Purpose

The Energy Efficiency Advisory Council ("Council") is established by Title 29, § 8059 of the Delaware Code. The purpose of these Ground Rules is to establish agreed-upon standards of professional conduct for Council members and other attendees that participate in Council meetings. For purposes of this document, Councilor refers to Council members or their designee.

II. Council Meeting Organization

1. All Council meetings shall begin on time and shall be guided by an agenda prepared, posted, and distributed in accordance with the Delaware requirements for public meetings accordance with Title 29, Chapter 100, § 10004. All meetings shall include a public comment period.
2. The Chairperson will impartially facilitate Council meetings in a manner that will enable the Council to effectively carry out its role.
3. All Councilors or their designees shall attend Council meetings, arrive on time, and be prompt in returning from breaks during meetings.
4. All Councilors shall be prepared for Council meetings and review all documents disseminated prior to the meeting
5. All Councilors may request items be placed on the agenda provided such items are submitted no later than two weeks in advance of the scheduled meeting.
6. Only Councilors shall sit at the primary inner table during meetings. Members of the consulting team may sit at the table at the discretion of the Chairperson.
7. The Chairperson shall designate a time-keeper who will be responsible for helping the Chairperson ensure the meeting follows the proposed duration for each topic on the agenda.
8. A simple majority of the total number of Council members shall constitute a quorum. If, however, such quorum shall not be present at any meeting, the members shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present. Council members are able to attend three meetings via teleconference per calendar year and this will count towards the simple majority required to constitute a quorum.
9. Each Council member or their designee shall be entitled to one vote. A simple majority will carry all votes. The attendance of any member at a meeting of the Council or committee, in which the member has an interest which tends to impair the person's independence of judgment in the performance of the person's duties on the Council, shall be counted in determining the presence of a quorum and shall not prohibit the Council or committee from conducting business. However, while any member of the Council shall be welcome to participate in discussion on any matter which they have an interest; they shall recuse themselves from voting on any such matters. The term interest, as used in this rule, shall be defined as set forth in 29 *Del. C.* § 5805(a)(2).
10. Roberts Rules of Order shall govern the proceedings of Council meetings. These rules may be relaxed at the discretion of the Chairperson, in view of the nature of the discussion, should there be no objection from the membership.

III. Meeting Participation

1. Councilors that wish to speak shall turn their name card upright, place name card near the edge of the table to be visible to the Chairperson, and wait to be recognized by the Chairperson.

Councilor statements and questions should be clear, succinct, and able to be heard by all attendees.

2. Other attendees who are not Councilors may be given a chance to comment on a specific topic at appropriate junctures, as time allows, and as determined by the Chairperson.
3. Councilors shall talk one at a time during meetings and all meeting attendees should limit side conversations.
4. Councilors shall stay on the topic being discussed. When a topic or agenda item has been discussed fully and the Chairperson moves on to the next agenda item, Councilors should not bring the discussion back to a previous topic unless approved by the Chairperson.
5. Councilors will be given the opportunity to speak on any agenda item and/or during open forum. While there may or may not be a time limit on the amount of time a Councilor can speak on any given topic, all Councilors should be mindful of the overall agenda time and be concise in their remarks.
6. If a Councilor wishes to submit written information, he or she shall give it to the Chairperson prior to the meeting.
7. Councilors are charged with participating in a constructive forum and shall be respectful of other people's ideas.
8. Councilors agree to act in good faith during the discussions, meaning Councilors will be forthright and communicative about their interests and preferences. Councilors will ensure they have sufficient knowledge and information of the subject matter on which they are speaking.
9. Councilors will do their best to actively seek agreement wherever possible.
10. Councilors should address any concerns about the discussion or the meeting with the Chairperson.
11. The Chairperson of the Council may recommend to the Secretary of the Department of Natural Resources and Environmental Control the removal of any Council member or their designee who (a) fails to attend at least two-thirds (2/3) of the regularly scheduled meetings of the Council during a twelve (12) month period, (b) fails to attend three (3) consecutive meetings of the Council, or (c) fails to perform his/her duties in a manner consistent with the Council's mission and/or any authorizing or companion legislation pertinent to the Council.