



Mountain Maryland Energy Advisory Committee (MMEAC) December 11, 2013 Meeting Agenda

When: Wednesday, December 11 from 3:00pm – 5:00pm

Where: Garrett County Airport, 771 Airport Rd., Accident MD

Meeting goals:

- Introduce MMEAC members
- Discuss MMEAC logistics
- Discuss work process, potential topics, and outcomes

Agenda Items:

3:00pm – 3:20pm: MMEAC member introductions (all members)

3:20pm – 3:45pm: Review committee charge and member description document (Chairman – Mike Koch)

3:45pm – 3:50pm: Review Maryland open meeting laws and rules of engagement (Consultant - Jeff Simcoe)

3:50pm – 4:05pm: Review work process framework (Chairman Mike Koch and Consultant – Jeff Simcoe)

4:05pm – 4:20pm: Review topics to be covered (Chairman – Mike Koch)

4:20pm – 4:30pm: Expected outcomes (Chairman – Mike Koch)

4:30pm – 4:45pm: Discussion (all members)

4:45pm – 5:00pm: Public comment

MMEAC Meeting Ground Rules

Group norms of behavior under which the committee will operate:

- Please turn cell phones to silent mode
- Address each other with respect, whether in agreement or not
- Start and end all meetings on time
- Follow the agenda
- Committee members will read materials ahead of time and are prepared to participate
- Maximum meeting time is two hours, unless agreed upon by committee vote
- Avoid side conversations, listen and don't interrupt
- Allow for exchanges, do not speak 'over' another speaker
- Be concise and as 'to the point' as possible when speaking
- At committee discretion, issues can be tabled and/or added to the 'parking lot'
- Follow Robert's Rules, people will speak when recognized by the chair
- Speak without fear of reprisal
- Official emails come from Cheryl DeBerry with ample lead-time to review meeting materials prior to the committee meetings (24 hours minimum).
- Follow the Open Meetings model for procedures, etc. (see below)

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Open Meetings Law

Information can be found at the Maryland Open Meetings Act Manual, found at <http://www.oag.state.md.us/Opengov/Openmeetings/support.htm>

Members are encouraged to take the Open Meetings (OM) Law training which can be found at the http://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php

The general public needs to be witness to the deliberations of an officially appointed body such as our committee, during its transaction of public business. We have a responsibility to advertise our meeting times, dates and locations, and to post minutes, so the public can have access to our decisions and recommendations. A quorum, which for our group is 7 people, constitutes a meeting, which falls under the OM Law. Chance encounters are exempt, and committee members are dissuaded from discussing committee business when 3 or more members are present. Minutes are required to be posted within five weeks of the date of the meeting, and must contain each item considered and the result of the vote. Meeting rooms must be (ADA) accessible. Meeting cancellations must also be posted. While closed sessions are exempt, this committee will not deliberate over issues which qualify under the Closed Session exemption.