



## GC3 Working Group Meeting Ground Rules

- All working group meetings are recorded and a recording will be posted on the GC3 website. The recording and chat are public record.
- If you are a Working Group member, please have your camera on for the discussion portion of the meeting.
- Please stay on mute and off camera if you are **not** a working group member during the presentations and discussion.
- **Working Group members:** Please introduce yourself in the chat and please put your questions for presenters in the chat.
- **Discussion Ground Rules**
  - Discussion portion of the meeting is for **Working Group members** only. Please have camera on. Use the raise hand function. Individual oral comments during the discussion should be no longer than 2 minutes to allow for greater participation among the working group members. You may also use the chat for additional dialog.
  - Questions and discussion with the presenters should focus on agenda items for that meeting. Public comment may be used to raise off-topic issues to the working group.
  - Additional written working group member comments may be emailed to [deep.climatechange@ct.gov](mailto:deep.climatechange@ct.gov) for inclusion in the minutes up to a week after the meeting.
  - If you are not a Working Group member, please keep camera off and microphone muted.
  - If there is a disruption, we will first try to remove the individual(s) from the meeting. If we have to stop, we will restart and you can rejoin using the original meeting link.
  - **During the discussion all working group members should...**
    - Listen respectfully, without interrupting.
    - Listen actively and with an ear to understanding others' views.
    - Only have one conversation at a time.
    - Be mindful to give others an opportunity to speak.
    - Focus on the task at hand rather than position.
    - Avoid off-topic conversations
    - Criticize ideas, not individuals.
    - Commit to learning, not debating.
    - Avoid blame, speculation, and inflammatory language.
    - Avoid assumptions about any member of the workgroup.

- **Public Comment Ground Rules**

- All non-working group members in attendance and working group members are welcome to provide public comment during this portion of the agenda.
- Topics are not limited during public comment. Public comment may be used to raise off-topic issues not directly related to the agenda to the working group.
- If you would like to sign up for public comment, send a direct message to **the DEEP Liaison** to sign up. You may also provide public comment during this period in the chat.
- Oral public comment is limited to 2 minutes. Additional written comments may be put in the chat during public comment or emailed to [deep.climatechange@ct.gov](mailto:deep.climatechange@ct.gov) up to a week after the meeting date for inclusion in the minutes.