

**Fourth Quarterly Commission Meeting
Monday, Nov. 1, 2021**

AGENDA

The Commission will meet on Monday, Nov 1, at 1:00 pm to review and vote on the Draft Annual Report. The Commission will meet online via Google Meet ([this link](#) will be live at the start of the meeting). Here is the agenda:

- Opening remarks by Ben Grumbles, Chair (5 min)
- Public comments (10 min)
- Review and approval of written amendments to the Building Energy Transition Plan (30 min)
- Presentation of the non-buildings recommendations in the Draft Annual Report (15 min)
- Review and approval of written amendments to the Draft Annual Report (45 min)
- Vote to approve the Draft Annual Report as amended (15 min)

It is an ambitious agenda, so we ask you to follow these instructions to help the process move along.

Amendments to the Building Energy Transition Plan - On Oct 20, Commissioners received the Building Energy Transition Plan as approved by the Mitigation Work Group (MWG). Commissioners were asked to submit written amendments by 5 pm on Oct 27. Co-chairs of the Commission and MWG will review submitted amendments on Friday afternoon and identify substantive amendments that the Commission should discuss during its meeting on Monday. If any Commissioner still wants to submit amendments, then please send them to me before 2 pm on Friday.

Amendments to the Draft Annual Report - If Commissioners would like to suggest amendments to the Draft Annual Report, then we ask them to submit them in writing. Please submit amendments to Chris Beck at Christopher.beck@maryland.gov. Amendments received by 5 pm on Friday will receive priority. Amendments received after 5 pm on Friday will be collected but there is no guarantee they will be considered for a vote on Monday.

Designating Proxies for Voting - If a Commissioner cannot attend the meeting but would like to designate a proxy for voting, then they must do so by providing their proxy's name, title, and email to Susan Casey at susan.casey1@maryland.gov prior to 1 pm on Monday.

Public Comments - We ask that members of the public and interested parties email Susan Casey at susan.casey1@maryland.gov prior to 1 pm on Monday if they would like to make a comment. Public comments will be limited to 2 minutes per person.