

Steering Sub-committee Meeting Ground Rules

The following are adapted by Patty Nicoson, Sub-committee chair and Heidi Merkel, DPZ staff, from a basic set of ground rules provided by The Perspectives Group who will be facilitating several upcoming Task Force meetings.

The intent of providing these is to ensure the Steering Sub-committee's discussions stay focused on the issues that need to be addressed.

All participants should agree to these rules at the beginning of the meeting. They will also be handed out at each meeting so that if the discussion gets off track or someone is dominating the discussion, the chair can remind the group of the previously agreed-to ground rules.

Ground Rules:

- Commit to atmosphere of openness in the group, listen carefully to each participant and speak honestly
- Respect the views of others
- Keep an open mind on all aspects of the discussion
- Ask questions that help clarify the issue under discussion
- Participate to the fullest of your ability, (each member) take responsibility for the success of the meeting by contributing your views and discussing your reasons
- Consider objectives and alternative ways to achieve them, as well as consequences of alternative courses of action
- Allow everyone to speak without dominating the conversation
- Critique issues, not people
- Avoid competing, arguing, and trying to "win"
- Refrain from side conversations, show respect for others by listening to their point of view
- Silence is agreement. (Too often a person will sit quietly instead of voicing their opinion and will later say, "I didn't agree to that.")