

Ground Rules for Meetings

Start and end meetings on time

Attendance is mandatory – may not miss 2 consecutive meetings

Email board if member will be late or absent

Stay on task, no side conversations

Be respectful of other's ideas – accept the fact there will be differences of opinion

Make decisions based on clear information

Bring closure to decisions

Standard meeting procedures apply – acceptance of minutes from previous meeting

Review of agenda

Committee members will support committee recommendations

Speakers list will be utilized