Committee Ground Rules

While the committee is guided by governing documents it is reasonable for the committee chair to suggest “ground rules.”

As the chair of the committee I am suggesting these ground rules to be sure we are productive and accomplish our purposes:

• To respect your time, meetings will start and end on time.

• Turn off digital distractions.

• If you arrive late, please refrain from voting until the next agenda item so as not to interrupt the flow of discussion of those who arrived on time.

• An agenda will be distributed at least 10 days in advance so you can anticipate the discussions.

• The agenda will be our framework for discussions; stay focused on agenda items and avoid distractions or sidebars.

• Read to lead – prepare for meetings by reviewing advance materials.

• Minutes will be prepared to document decisions and actions of the committee.

• Decisions of the committee shall stand; expressing dissenting opinions after the meeting is inappropriate.

• Respect new ideas and new people on the committee.

• There are established lines of communication in the organization; make use of our board and staff liaisons.

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