

GUIDELINES FOR DISCUSSION

- 1. Members speak to issues under discussion from the table, attending Alternates speaks through the Member.**
- 2. Member may ask permission for Alternate to address the Team.**
- 3. Designee/Alternate may speak from personal point of view during public comment period, but he/she must indicate it is the individual's opinion, not that of his/her constituent group.**
- 4. Public comment shall be designated at the end of each Team Agenda item and before consensus is finalized.**
- 5. Be concise.**
- 6. Turn off all beepers/cell phones-make/take all calls out of the room.**
- 7. State issue/no "personalizing".**
- 8. Don't repeat what has been said beyond giving affirmation.**
- 9. Listen with an open mind.**
- 10. If you state a problem, try to give a potential solution.**
- 11. Explain reasons behind statement.**
- 12. Agree on meaning of important words.**
- 13. Disagree respectfully but openly, not in private.**
- 14. Keep the tone positive.**
- 15. No side conversations, they are distracting to others and disrespectful to speaker.**
- 16. HAVE FUN!!!**

Adopted by consensus on March 14, 2003, and amended April 11, 2003.