

# **GUIDELINES FOR DISCUSSION**

- 1. Only one representative of each stakeholder member of the Team may sit at the table for a meeting, either the Designee or the Alternate.**
- 2. Whoever is at the table speaks to the issues under discussion. The representative not at the table (designee or alternate) must speak through the sitting representative, although the sitting representative may ask permission for non-sitting representative to address the Team.**
- 3. Designees/alternates may not switch seats during a meeting unless the sitting representative must leave. In that event only one switch per meeting will be allowed.**
- 4. 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.**
- 5. Public comment shall be designated at the end of each Team Agenda item and before consensus is finalized.**
- 6. Be concise, don't repeat what has been said beyond giving affirmation.**
- 7. Turn off all beepers/cell phones-make/take all calls out of the room.**
- 8. State issue/no "personalizing".**
- 9. Listen with an open mind; Keep the tone positive.**
- 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. No side conversations, they are distracting to others and disrespectful to speaker.**
- 15. HAVE FUN!!!**

**Adopted by consensus on March 14, 2003, and amended April 11, 2003 with final adoption on May 1, 2003.**