

Biscayne Bay Strategic Access Plan Advisory Team GUIDELINES FOR DISCUSSION

- 1. Only those at the tables are participants. Input from observers will be solicited in a variety of ways.**
- 2. Participants are expected to arrive on time; meetings will begin on time and end on time.**
- 3. Designees/Alternates will be responsible for keeping each other informed.**
- 4. Turn off all beepers/cell phones-make/take all calls out of the room.**
- 5. No side conversations, they are distracting to others and disrespectful to speaker.**
- 6. State issue/no “personalizing”.**
- 7. Don’t repeat what has been said.**
- 8. Be concise.**
- 9. If you state a problem/try to give a potential solution.**
- 10. Explain reasons behind statements.**
- 11. Agree on meaning of important words.**
- 12. Disagree respectfully but openly, not in private.**
- 13. It is assumed that Designees/Alternates are speaking on behalf of their constituency. Designee/Alternate may speak from personal point of view, but he/she must indicate it is the individual’s opinion, not that of his/her constituent group.**
- 14. HAVE FUN!!!**

Adopted by consensus on September 10, 2003