

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.