

❖ Meeting ground rules

- **Show up on time and come prepared.** Be prompt in arriving to the meeting and in returning from breaks. Be prepared to contribute to achieving the meeting goals. Come to the meeting with a positive attitude. Pre-reading will be provided with the Notice of Meeting/Agenda to assist you to achieve meeting goals.
- **Stay mentally physically present.** Be present, and don't attend to non-meeting business. Listen attentively to others and don't interrupt or have side conversations. Treat all meeting participants with the same respect you would want from them.
- **Contribute to meeting goals.** All meetings will have goals to achieve by the end. Participate 100% by sharing ideas, asking questions, and contributing to discussions. Share your unique perspective and experience, and speak honestly. If you state a problem or disagree with a proposal, try to offer a solution. Normally, agenda items will be presented by a member and then discussion/question time will follow.
- **Let everyone participate.** Agenda items will be timed. Share time so that all can participate. If you are presenting an agenda item, leave time for discussion and questions. Be patient when listening to others speak and do not interrupt them. Respect each other's thinking and value everyone's

contributions. The chair is responsible for keeping the meeting on track. Where it is clear that an item requires further discussion, it will be rescheduled to the end of the meeting if time or on the next agenda.

- **Listen with an open mind.** Value the learning from different inputs, and listen to get smarter. Stay open to new ways of doing things, and listen for the future to emerge. You can respect another person's point of view without agreeing with them.
- **Think before speaking.** Seek first to understand, then to be understood. Avoid using idioms, three letter acronyms, and phrases that can be misunderstood. It's OK to disagree, respectfully and openly, and without being disagreeable.
- **Stay on point and on time.** Respect the groups' time and keep comments brief and to the point. When a topic has been discussed fully, do not bring it back up. Do not waste everyone's time by repeating what others have said. We will have a 'carpark' where additional ideas or new ones can be recorded. Write your idea/new item on a sticky note and place it on the whiteboard at the end of the meeting. The secretary will be responsible for collating ideas in the carpark and if necessary seeking clarification prior to the next meeting.

- **Attack the problem, not the person.** Respectfully challenge the idea, not the person. Blame or judgment will get you further from a solution, not closer. Honest and constructive discussions are necessary to get the best results.
- **Close decisions and identify action items.** Make sure decisions are supported by the group, otherwise they won't be acted on. Note pending issues and follow-up as needed. The new CCBC committee will have a separate action items document which will record ownership, time for completion, status and status notes. This file will be updated after status reports at each meeting.
- **Record outcomes and follow up.** Record issues discussed, decisions made, and tasks assigned, Share meeting reports with meeting participants. Share meeting outcomes with members that should be kept in the loop. CCBC committee will establish a number of communication channels so that all members are well informed. These may include but not be limited to the CCBC website, Facebook and Mail Chimp.