**Meeting Ground Rules**

1. Agenda and related materials are disseminated about 1 week prior to the meeting date.
2. Meetings start and end on time.
* *We’re not going to blame you but we’re not going to wait for you.*
1. Members participate in at least 75% of scheduled meetings (no substitutes)
2. Members prepare for meetings and participate actively in discussions. If absent, members review meeting notes, get updated on meeting proceedings and support decisions made.
3. Discussions stay outcome-focused; use “Parking Lot” when needed.
4. Discussions are respectful. Members respect all opinions, share decision making, share the floor, and honor confidentiality.
5. Decisions are made by consensus.
* Thumbs up = full agreement
* Thumbs down = disagreement
* Thumbs sideways = “I can live with it and support it publicly but I have reservations”
* Sideways and thumbs down votes = discussion to better understand areas of disagreement or reservations with an effort toward reconciliation of differences of opinion. If consensus is not reached, members vote, and decision is made by the majority.
1. Meetings wrap up with a review of next steps/action items.
2. Meetings are evaluated with reflection at the close of each meeting.
* What worked well?
* What can be improved for our next meeting?
* Was this a good use of your time?
1. Monthly meetings will be held virtually to promote equity and efficiency.
2. In-person meetings will be held at least once a year, either in the Fall or Spring. The length of these meetings (full- or half-day) will be determined by the agenda.