



## RULES OF ENGAGEMENT OR HOW TO KEEP THE MEETING(S) MOVING ALONG AND PRODUCTIVE:

- We will come to the meetings prepared, we will review and/or study meeting materials provided in a timely fashion before the meeting.
- We will start our meeting on time.
- We stick to the agenda
- We participate as equals.
- We listen carefully to each other.
- We will encourage full, fair, and orderly discussion by all members of all issues that concern the committee.
- We will maintain order by discussing one subject at a time, and keeping the remarks of each speaker germane to the pending question.
- We will respect each member's right to speak. Members of an assembly should not interrupt one another.
- We will help make the most of our time by not repeating what someone else has already said.
- We will come with our calendars so next meeting dates can be set as efficiently as possible.
- When we want to make formal recommendations, we will vote, the majority vote of members in assembly will rule.
- We enjoy each other's company.



- We will end each meeting on time.