

JOINT TASK FORCE

GROUND RULES

As approved January 9, 2024

- Seek to understand the views of others. Be open to learning new information and considering new ideas.
- Be respectful of differing points of view.
- Monitor your air time. Be concise so that we can hear from everyone.
- Respect the right to be heard: only one conversation at a time.
- Stay on topic.
- Be constructive and solutions oriented.
- Be forward looking; don't dwell on past disagreements.
- No recycling: once something is decided, we will move forward and not re-visit it unless there is a consensus that we should do so.
- Use neutral language—no personal attacks and own your statements.
- We will strive for consensus where possible (at least 66% support).
- Be present. Please, no E-mail or web browsing during meetings. If you need to take a call, please go out in the hall.
- Don't let the perfect be the enemy of the good.
- Keep a sense of humor.
- Use your "red herring" cards to help us stay on track with these ground rules.
- New ground rules may be added at any time.

The Facilitator:

- Karen is here to enforce the ground rules and keep the discussion moving, on time and on task. She may ask you to finish up your comments to allow others to speak; call for breaks in the meetings; and offer suggestions as to how to move forward.
- Will prepare summary meeting minutes, based on a draft from staff.

Process expectations:

- Meetings will start and end on time, unless there is agreement otherwise.
- We will either meet in person, or via zoom; no "hybrid-meetings".
- Agendas will be circulated in advance, with a draft meeting summary from the prior meeting.
- The Facilitator will work with the Chair to confirm agendas.
- The Facilitator will work with the Chair and support team as needed on meeting materials.
- Let Karen know if you cannot attend a meeting. (kreedconsult@comcast.net /206.948.3556)
- Meeting materials will be circulated in advance to the extent practicable.
- The meeting summary from the last meeting will be approved at the next meeting and once approved will be posted on SCFCA, SCEMS and SNO911 websites.