• Please turn cell phones off
• Address each other with respect, whether in agreement or not
• Start and end all meetings on time
• Follow the agenda
• Subcommittee members will read materials ahead of time and are prepared to participate
• Maximum meeting time is three hours, unless agreed upon by Subcommittee vote
• Avoid side conversations, listen and don’t interrupt
• Allow for exchanges, do not speak ‘over’ another speaker
• Be concise and as ‘to the point’ as possible when speaking
• At subcommittee discretion, issues can be tabled and/or added to the ‘parking lot’
• Follow Robert’s Rules, people will speak when recognized by the chair
• Speak without fear of reprisal
• Official emails come from the chair, and emails are labeled ACTION REQUIRED or FOR INFORMATION. Also, allow ample lead-time to review materials, etc prior to the subcommittee meetings (24 hours minimum)
• Follow the Open Meetings model for procedures, etc.