

Participation Guidelines – Approved by SAC June 13, 2018

- Don't talk over someone. Speak one at a time.
- Use a "parking lot" to catalogue ideas and questions to be addressed at a later time.
- Respect everyone. Assume everyone is here with good intent.
- Need an outline of the process to resolve issues or for instances when discussion is moving toward a debate instead of a dialogue.
- Time management is important. Respect meeting times.
- Have a strong facilitator to move things along and stay on topic.
- Have a thick skin. Listen without reacting emotionally.
- Recognize that everyone has different knowledge and expertise coming into this process. No question is a dumb question.
- Economize words; save time for others to speak.
- Share resources you have on the issue.
- Listen.
- Have realistic expectations for implementation. Recognize that work will have to be done beyond 2019.
- Share facilitation responsibilities. Everyone can help redirect conversation or bring up issues that have been sidelined.
- Come prepared to contribute.
- Share perspectives – no hidden agendas. Assume others will as well.
- Let one person speak at a time. No side conversations.