

## **Ground Rules Draft**

Below is a draft of ground rules for committee/team/faculty meetings. Please read over this draft and note any additions, revisions, or deletions you think should be made before we adopt the ground rules.

1. All meetings will begin and end on time.
2. A 10-minute break will be taken every hour and a half during lengthy committee meetings.
3. In order to promote efficiency, all members will prepare for meetings by reading background material and by other means, as appropriate.
4. Side conversations will not occur during committee meetings, except as appropriate for small-group discussion of agenda items.
5. The level of trust will be such that statements and differences expressed within meetings will not be carried beyond the walls of the meeting room.
6. All committee members will serve as representatives of their respective constituencies.
7. When a difference of opinion exists about a particular issue, every effort will be made to reach a decision by consensus. When consensus cannot be reached in what is deemed by the chairperson to be a reasonable amount of time, the decision will be made by a two-thirds majority vote of those present at the meeting.
8. All committee members will support the final product.
9. Committee members will rotate the responsibility for taking minutes at each meeting. The committee chair will be responsible for seeing that minutes are typed and distributed to all members and all schools.
10. Staff members in all schools will be informed of the activities of the committee on a regular basis. This effort will include (but not be limited to) the timely posting of all meeting minutes in each school building.