

# Charter Review Committee Meeting Guidelines

1. **Show up on time and come prepared.** Be prompt in arriving to the meeting and in returning from breaks. Be prepared to contribute to achieving the meeting goals.
2. **Respect the agenda.** Note which items are listed for discussion and which items involve decisions. All Members can help the Chair move through the agenda and end meetings on-time.
3. **Stay mentally and physically present.** Come to the meeting with a positive attitude. Be present, and don't attend to non-meeting business. Listen actively and attentively.
4. **Respect each other.** Assume best intentions but don't assume anything else. Focus on interests and not "positions." Don't interrupt others when they have the floor. Make sure everyone's voice is heard and we are hearing everyone's voice who wants to contribute.
5. **State views, explain intent, and ask genuine questions.** Avoid monologues and arguments. Participate in conversation in which members can understand everyone's point of view and be curious about the differences in their views. **CRC members are expected to communicate if we have a disagreement with an issue.**
6. **Be willing to reach consensus.** Keep an open mind that there probably is an acceptable decision that everyone can support, even if some degree of compromise is required.
7. **Once consensus has been reached, support group decisions and actions.** Do not leave the meeting after decisions have been made and talk about how your idea was the better one. CRC members may express disagreement with an issue externally, but respect the process and maintain the integrity of the committee.