**Ground Rules**

**SBEADMR Working Group**

**Proposed 11-18.14**

**A Working Group member will:**

* **Help create a respectful and productive working climate.**We will speak our minds freely, but be brief and to the point so others may also speak. We will not rant or get on a soapbox. We will not advocate one position over the other. We will respect and comply with the behavior directions given by the facilitator. We will use a good faith effort to resolve differences through a peaceful process and

hold oneself and other members accountable to adherence to the purpose, convening values and goals of the Working Group.

**Tabled - Decision Making Process.** Decision making process on recommendations was tabled to provide more time to review and consider other options to the 100% consensus model proposed.

* + Recommendations to be “voted” upon must be submitted in writing.
  + Consensus seeking with consensus as the goal was a recommendation.
* **Endeavor to attend all meetings of the Working Group and assigned committees.** Recognizing that there are inevitable conflicts in scheduling that may prevent full attendance, the member will seek to be informed of actions taken at meetings at which the member is absent.
* **Come prepared to all meetings**. The member will read materials submitted in advance of meetings and complete assignments accepted. We all value the importance of time well-spent in meetings.
* **Participate actively in meetings.** Only through constructive dialogue among the Working Group

can we achieve our purpose. Understanding that the group is made up of a diverse group of

Stakeholders.

* **Participate in and commit to complete committee work.** It’s where the rubber meets the road.
* **Speak with candor and be willing to Share.** We need to be forthright with each other, avoiding the creation of false expectations, even as we strive to find points of agreement.
* **Treat others with respect.**We each bring different perspectives and histories to the Working Group. No member and no viewpoint is less deserving than another to be heard. We need to respect each other viewpoint and not try to advocate our viewpoint over another person’s.
* **Value one another’s experiences.** *We will actively seek out differences of opinion*. Disagreement can improve the group’s opportunity to create better decisions while building consensus.
* **Tabled - Support the decisions of the Working Group***.* Each member will report faithfully to third parties about the activities of the Working Group *and support the decisions* of the Working Group among colleagues and the public, even (especially) when it involves risk-taking beyond the comfort zone of one’s core constituency.
* New members/participants wishing to participate in a working group meeting will be expected to attend a brief introduction to the working group and work accomplished to date prior to the meeting. This “orientation” will be scheduled ½ hour prior to the start of the regular meeting in order to bring new members/participants up to speed without having to take time from the regular meeting to do this.
* Members unable to attend a meeting in person and wishing to participate via teleconference should call into conference number 5-10 minutes before the start of the meeting