

Tacoma Community Works Advisory Committee

PROPOSED GROUND RULES

Version dated 12.21.18

How we will work together:

- Keep an open mind. Seek to understand the views of others; be open to learning new information and considering new ideas.
- Be constructive and solutions oriented.
- Monitor your air time. Be concise so that we can hear from everyone.
- Respect the right to be heard: only one conversation at a time. If you wish to make a comment, stand your name card up so the chair / facilitator can call on you.
- Be respectful of differing points of view.
- Stay on topic.
- Treat people as individuals, not as representative of an entire group of people or an organization.
- Be present. Please, no E-mail or web browsing during meetings. If you need to take a call, please go out in the hall.
- The Advisory Committee is being asked to make recommendations based upon readily available data and analysis, and accepts that staff may not be able to provide answers to all questions.
- Don't let the perfect be the enemy of the good.
- Keep a sense of humor.
- Use your "red herring" cards to help us stay on track with these ground rules.
- New ground rules can be added by the Advisory Committee at any time.

The Process:

- Meetings will start on time.
- Meetings will end on time, unless the Advisory Committee agrees to extend for a specific amount of time.
- Staff will keep a running list of Advisory Committee information requests and the response status; we will confirm the staff's capacity to respond to questions raised at each meeting.
- The facilitator is here to keep us on track and on time, assisting the group to reach closure on discussion items, and help enforce the ground rules.
- At each meeting we will discuss plans for the next agenda. A final agenda will be circulated by email in advance of the meeting. Meeting materials will be circulated in advance to the extent practicable.