

- Four members of the committee constitute a quorum for business
- We will strive for consensus, but majority rules. Minority reports are allowed.
- We will conduct business according to “loosened” Roberts Rules of Order.
- Everyone has an equal voice. Leave status at the door.
- One person talks at a time. Minimize side conversations.
- Meetings begin and end on time.
- Committee members are responsible for getting information on meetings they have missed well in advance of the next meeting. Get committee members materials for review with as much advance notice as possible.
- Committee will review and adjust agenda for next meeting at the end of each meeting.
- Create environment where people can ask and answer difficult questions without judgment.
- Set clear expectations for tasks, assignments, etc.
- Revision decisions only when there is new, compelling information.
- Complete assignments on time.