

Statewide Labor/Management Committee Ground Rules

- Establish an agenda prior to meeting – no agenda, then no meeting (over all agenda items)
- Notify co-chair if must be absent
- Do not allow absence of one person to stop meeting
- Be on time; start and end on time
- Remain on the topic – stay focused
- Follow-up on assigned responsibilities, timely responses; be prepared, try to investigate the issue
- Don't recycle issues using new format
- One person speak at a time; respect other's opinions; allow them to completely voice their opinion, don't interrupt
- No sidebars
- Don't jump to conclusions
- Cell phones/BlackBerry on vibrate or off
- No titles – leave "hats", egos at the door
- Watch the tone of your voice and body language
- Attack the problem, not the individual
- Treat each other with respect and in a professional fashion
- Be honest, open, and constructive
- Try not to monopolize the discussion, keep presentation short
- Agree to disagree
- Listen actively
- Take minutes, disseminate for review soon after meeting, post on agency website; rotate scribe
- Encourage open participation
- Don't caucus
- Follow consensus rule
- Celebrate successes