

- Please turn cell phones off
- Address each other with respect, whether in agreement or not
- Start and end all meetings on time
- Follow the agenda
- Subcommittee members will read materials ahead of time and are prepared to participate
- Maximum meeting time is three hours, unless agreed upon by Subcommittee vote
- Avoid side conversations, listen and don't interrupt
- Allow for exchanges, do not speak 'over' another speaker
- Be concise and as 'to the point' as possible when speaking
- At subcommittee discretion, issues can be tabled and/or added to the 'parking lot'
- Follow Robert's Rules, people will speak when recognized by the chair
- Speak without fear of reprisal
- Official emails come from the chair, and emails are labeled ACTION REQUIRED or FOR INFORMATION. Also, allow ample lead-time to review materials, etc prior to the subcommittee meetings (24 hours minimum)
- Follow the Open Meetings model for procedures, etc.