DRAFT Ground Rules
for
MHSOAC Client and Family Leadership Committee

While it is noted that members of the Client and Family Leadership Committee (CFLC) take responsibility for governing themselves, they rely on the Chair, Co-chair and/or staff to facilitate the committee meetings and keep the discussion on time and on track with the meeting Agenda.

1. Committee members are expected to attend and participate in meetings. If not available to participate in a committee meeting in person or by phone, members should notify MHSOAC staff in advance.

2. Committee discussion and dialogue should focus on the work process, issue or behavior, not on the person offering input.

3. Active listening is an expectation for all committee members. Committee members should pay attention to what is being discussed so they may participate actively in discussions.

4. Side conversations should be limited with only one person talking at a time. All questions, ideas and thoughts should be shared by the entire committee.

5. Consistent with general rules of order committee members will raise their hands and wait to be called upon by the Committee co-Chairs and/or staff.

6. Committee members will limit their remarks to the Agenda item being discussed and wait to discuss other items until they reach that point on the Agenda.

7. To support an open exchange of ideas and the self-confidence and self-esteem of others, committee members and ideas generated by committee members will always be treated with respect.

8. Different opinions are welcome and should be encouraged. Disagreement is frequently an opportunity to learn more about an issue and ultimately make a wiser group decision.

9. Committee Chairs, members and staff will be sensitive to the fact that members may have widely different styles of communication based on their lived experience and/or other factors.

10. Committee discussion shall be open and honest with no hidden agendas.

11. Committee Chairs and staff will employ various strategies to promote a robust dialogue on committee issues including going around the room to solicit input if necessary.

12. The Committee will honor the “step-up”, “step-back” model in terms of facilitating discussion. This may require acknowledging that someone who is typically quiet should be encouraged to “step-up” in terms of offering their thoughts on an issue, while someone who has already contributed multiple thoughts on an issue should be encouraged to “step-back” in favor of other’s thoughts. (This method of soliciting input should not be used in ways that create pressure for individual committee members.)

13. The Committee Chair and Co-Chair have the discretion to allow discussion to continue beyond the time allotted on the meeting Agenda.