

**DRAFT Ground Rules (Abbreviated Version)  
for  
MHSOAC Client and Family Leadership Committee**

CFLC members shall:

1. Attend and Participate in committee meetings.
2. Focus on the issue or work process being discussed.
3. Listen actively.
4. Limit side conversations during Committee discussion.
5. Raise hands and wait to be called on.
6. Limit remarks to Agenda item being discussed.
7. Treat committee members and their ideas with respect.
8. Welcome and encourage diverse opinions.
9. Be sensitive to different styles of communication.
10. Promote and support open and honest committee discussion.
11. Promote robust dialogue on committee issues.
12. Honor the “step-up/step-back” method to facilitate committee discussion when necessary.

Committee Co-Chairs may:

13. Extend time allotted for discussion of Agenda items.