



# **2011 Committee Orientation**

## **January 14, 2011**

### **Developing Ground Rules**

# Developing Committee Ground Rules

## Purpose of Ground Rules

- Statements of values established by committee to help individual members decide how to act
- Clear, consistent, agreed-to and followed
- Help keep committee focused and on track with agenda
- Give chair, staff and committee members implied consent to intervene when these rules are not followed

# Developing Committee Ground Rules

## Examples of Ground Rules

- Focus on the work process
- Maintain the self-confidence and self-esteem of others
- Open and honest communication
- Attendance and participation
- Active listening
- Limit side conversations
- Different opinions are welcome

# Developing Committee Ground Rules

## Next Steps

- Each committee should spend time at its first meeting developing ground rules
- Will ensure that committee members agree with and have “buy-in” to abide by these rules
- Distributed to every committee member
- Posted at all committee meetings