

\_\_\_ INFORMATION

TAB SECTION: 2

X ACTION REQUIRED

DATE OF MEETING: 2/24/11

PREPARED BY: Lyon

DATE MATERIAL PREPARED: 2/17/11

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**AGENDA ITEM:** Discuss and Adopt Committee Ground Rules

**ENCLOSURES:**

- Developing Committee Ground Rules
- Draft list of Evaluation Committee Ground Rules

**OTHER MATERIAL RELATED TO ITEM:** None

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**Issue:**

Develop/Discuss Evaluation Committee Ground Rules

**Background:**

In order to conduct efficient committee meetings, each MHSOAC committee will develop ground rules for meetings. The MSHOAC Executive Staff has developed three core ground rules for all MSHAOC committees to include:

1. Maintain the self-confidence and self-esteem of others
2. Encourage diverse points of view
3. Listen attentively

Commissioner Van Horn has recommended some additional ground rules. The Evaluation Committee is charged with using these core ground rules as a starting point to develop its ground rules.

Please review the enclosed documents that will be used to complete this task.

**Proposed Motion:**

**Discuss and Adopt Committee Ground Rules.**