

**SBCCD District Strategic Planning Committee
Committee Meeting Ground Rules
DRAFT November 15, 2009**

- Abiding by the Schedule
 - The facilitator will make every effort to begin and end each meeting on time.
 - Subcommittee conveners should also make every effort to begin and end each meeting on time.
 - Late arrivals may catch up at break or after the meeting.
 - Breaks will be of the announced length, and work will recommence on time.
- Courtesy
 - Silence cell phones.
 - If you must respond to a call or send a text, quietly leave the room to do so, and return as quickly as possible to avoid missing the discussion.
 - Listen to others actively and respectfully.
 - Minimize side conversations while others are speaking.
 - Permit each speaker to finish before making your own contribution to the discussion.
 - Be open-minded and receptive to others' ideas.
 - If full participation or the flow of discussion is at risk, the facilitator may at any time adopt the practice of recognizing each speaker.
- Participation
 - Participate actively; be in the moment.
 - Encourage the participation of members who might appear reticent.
 - Do homework assignments before each meeting.
 - Be succinct in your comments.
 - If you are a recorder, write legibly.
 - Bring the applicable materials to each meeting.
- Refreshments
 - Everyone in attendance may share in the refreshments, until they run out.
 - The facilitator will provide at least some healthy refreshments at each meeting.
 - The facilitator may provide some refreshments of questionable nutritional value at each meeting.
 - The facilitator has taken the weighty matter of pancakes, bacon, and cheesy grits under advisement.