

## Lopez Village Planning and Review Committee Lopez Village Subarea Plan

### GENERAL COMMITTEE MEETING GROUND RULES

Although Robert's Rules of Order are the official "ground rules" for meetings, many meetings are far less formal and have a faster flow with more interaction among attendees. However, a set of ground rules is beneficial to facilitate discussion and not inhibit it. If meetings get "out of hand," then Robert's Rules would be the set of rules to use to avoid or manage conflict.

- **Meeting Times:** We will start and end our meetings on time.
- **Preparation:** We will read materials, minutes, etc. and be prepared to discuss them.
- **Participation:** We will stay on task and agenda, and avoid side conversations. We will wait until items come up on the agenda to discuss them.
- **Share Time:** We will encourage equal sharing so all members can participate.
- **Listening:** We will listen to others and won't interrupt.
- **Respect:** We will demonstrate mutual respect and open sharing of information. No one will withhold pertinent information. All ideas will be treated openly. No derogatory or negative phrases will be used. We will attack the problem, not the person in a "no blame game." We accept the fact that there will be differences of opinion.
- **Brainstorming:** We will honor brainstorming without being attached to our own viewpoint.
- **Conflict Resolution:** We will resolve conflict appropriately. In the event of a disagreement, either a vote will be taken or the conversation can take place "off-line" after the meeting. Minority reports may be utilized if significant disagreements arise.
- **Fun:** We will encourage humor but will not use humor that is demeaning.
- **Decision-making:** We will make decisions based on clear information and identify actions that result from those decisions.
- **Follow-up:** We will identify pending issues, agreements and tasks at the end of the meeting.