



Arrowhead UHS Community Facility Task Force (CFT)

Committee Ground Rules & Expectations

- Participate fully and listen actively at each meeting
- Commit to miss *no more* than two meetings if possible
- If you must miss more than two meetings *consecutively*, you are welcome to observe future meetings/discussions but you will no longer have the opportunity to “vote” on key recommendations
- Be prepared to make recommendations by consensus decision-making: “you may not completely agree but you can live with it”.
- Share all relevant information and opinions
- Be respectful and courteous to others – please limit side conversations
- No interrupting - all opinions are important
- No monopolizing the meeting either
- You have the right to pass or abstain from commenting
- Express your perspective and then invite comments/feedback
- Serve as a key communicator to others outside the committee
- Establish an Agenda for next meeting at the end of every meeting
- Elect a spokesperson(s) to speak for the group during the process to ensure a common message
- Designate a “neutral” recorder for minutes or notes
- Enjoy yourself!