

GUIDELINES FOR DISCUSSIONS

- 1. Turn off all beepers/cell phones-make/take all calls out of the room.**
- 2. No side conversations, they are distracting to others and disrespectful to speaker.**
- 3. State issues/no “personalizing”.**
- 4. Be concise, need to assure balance of participation.**
- 5. Listen with an open mind; Keep the tone positive.**
- 6. If you state a problem/try to give a potential solution.**
- 7. Explain reasons behind statements.**
- 8. Agree on meaning of important words.**
- 9. Disagree respectfully but openly, not in private.**
- 10. HAVE FUN!!!**

Adopted by consensus on May 14, 2005.