

GUIDELINES FOR DISCUSSION

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 on August 16, 2005 by consensus