

Guidelines for Members Meetings

Meeting Protocols

- 1.** One person speaks at a time.
- 2.** Keep a speakers list.
- 3.** Raise your hand to be recognized by the Chair.
- 4.** First speakers on an issue will be heard before second speakers.
- 5.** Speaking time will be limited, depending on time available.
- 6.** Questions may be limited, depending on time available.
- 7.** Interruptions, cross-talk and disruptions (cell phones) will be discouraged.

Meeting Guidelines

- 1.** Keep all comments and behaviours respectful.
- 2.** Keep comments concise and to the point.
- 3.** Allow that all ideas have equal value.
- 4.** Speak to issues and not to personalities.
- 5.** Speak for yourself and not for others who may or may not be present.
- 6.** Actively listen to everyone.