

## **Ground Rules**

### **RESPECT OUR COMMITMENT TO MAKING MEETINGS ENJOYABLE AND PRODUCTIVE.**

- We adopt these ground rules as our shared commitment to doing great work in meetings.
- Understand the structure of the Commission and the Brown Act Governance and participate accordingly.
- The Commission Chair and all FDAC members are responsible for enforcing the ground rules. Notice when we have strayed and speak up.
- Any disagreements or complaints about the ground rules will be directed to County Counsel for response.

### **RESPECT EVERYONE'S TIME.**

- Communicate clearly about any times that need to change.
- Share the time; do not monopolize the discussion or rob others of the time they need to share their perspective.

### **RESPECT THE WORK OF THE MEETING.**

- Know the meeting's purpose and desired outcomes. If this is unclear, ask.
- Public commenting will be restricted to the public comment period at the beginning of the meeting to address anything whether the issue is agendaized or not.
- Come prepared and ready to engage respectfully and civilly.
- Information is the raw material of results. Be ready to contribute any information you have that will improve the results in the meeting.

### **RESPECT EACH OTHER AS HUMANS.**

- Assume best intentions, but do not assume anything else. Ask questions to better understand anything that is unclear or troubling.
- Listen when others speak. Remember that no one has all the information, and don't interrupt.
- Share your views and concerns in the room. Show each other courage and respect by having the tough conversations that need to be had directly.
- Treat each other with kindness and tolerance first. We all have days when we aren't at our best. You will appreciate this tolerance when that day is yours.
- Take care of yourself. If you need to step out or take a break, do it. The group values your participation, so do what you need to do so you can devote your full attention.