

LOCAC Meeting Process Agreements as of 4/21/09

- ★ Cell phones off
- ★ One person speaks at a time
- ★ Our Chair is in charge of agenda times
- ★ Follow the agenda unless a change is mutually agreed upon
- ★ End on time unless there is an agreement to extend
- ★ Chair acknowledges those who want to speak
- ★ When making remarks: Be clear, be complete, then stop
- ★ Chair checks for understanding during and after a statement has been made
- ★ Respect each others' right to state our opinions
- ★ Be respectful in our disagreement
- ★ The room belongs to the meeting - the Chair will ensure respectful quiet for speakers' comments.
- ★ All LOCAC members support the role of the Chair to work the process and manage the meeting
- ★ Have some fun - respectfully