COME TO THE MEETING WITH A POSITIVE ATTITUDE.

TREAT MEMBERS WITH RESPECT BOTH, DURING THE CAC MEETING AND OUTSIDE OF THE MEETING.

BE PROMPT IN ARRIVING TO THE MEETING AND IN RETURNING FROM BREAKS.

TURN CELL PHONES OFF OR TO VIBRATE.

IF YOU MUST TAKE URGENT CALLS ON THE CELL PHONE, TAKE YOUR CONVERSATION OUTSIDE.

PRESENT YOURSELF IN A POSITIVE MANNER.

TALK ONE AT A TIME, WAITING TO BE RECOGNIZED BY THE CHAIRPERSON.

LIMIT SIDE CONVERSATIONS.

BE PATIENT WHEN LISTENING TO OTHERS SPEAK AND DO NOT INTERRUPT THEM.

MEMBERS NEED TO STAY ON THE TOPIC BEING DISCUSSED.

WHEN A TOPIC OR AGENDA ITEM HAS BEEN DISCUSSED FULLY, DO NOT BRING THE SAME SUBJECT BACK UP.

DON'T DISCUSS PERSONAL ISSUES DURING THE MEETING, EXCEPT WHEN IT IS ABOUT THE SUBJECT BEING DISCUSSED BY THE COMMITTEE OR IN THE “CAC MEMBERS' SESSION”.

DON'T MAKE THREATS OR Rude COMMENTS TO MEMBERS.

ADDRESS ANY CONCERNS ABOUT THE DISCUSSION OR THE MEETING WITH THE CHAIRPERSON. IT IS THE CHAIRPERSON'S JOB TO BRING THE MEETING TO ORDER.

IF MEMBERS FEEL THEY CAN NOT TALK ABOUT ISSUES OR CONCERNS DURING THE MEETING, THEY CAN TALK TO THEIR FACILITATORS, THE CAC MEETING FACILITATORS, OR THE DDS STAFF ABOUT THEIR ISSUES.

BE RESPECTFUL OF OTHER PEOPLE'S IDEAS OR SITUATIONS WHEN THEY TALK. TRY NOT TO JUDGE THEM OR POINT FINGERS.

HAVE A GOOD TIME AND ENJOY EACH OTHER.
The key is to respect the meeting

Ways to respect the meeting:

1. Have a positive attitude.
2. Turn cell phones off.
3. Be on time.
4. Listen.
5. Take turns talking.

7. If there are problems or concerns, talk to the Committee Chair before or after the meeting.

8. Be kind to all the people who attend the meeting.

Remember, by respecting each other, you will have a good time and enjoy the meeting.
1. Be positive and respectful of others.

2. Be on time to the meeting from breaks

3. Cell phone reminder
   turn to silent
   take the call outside

4. Be quiet when others are speaking

5. Raise hand if you want to speak

6. Stay on track when a topic is being talked about.
7. Come prepared, don't discuss personal issues

8. No fighting or arguing

9. The Chairperson is in charge

10. If you have a question it's OK to ask your facilitator for help

Prepared by:
DDS CAC Adaptation Workshop Participants
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RESPONSIBILITIES OF BOARD MEMBERS

1. Managing the People’s Money
   Taking care of the organization’s money

2. Leadership
   Makes sure there is enough money to run the organization

3. Quality Services
   Make sure services are good, no matter how much money is available
1. Make a motion

“I MOVE”

2. 2nd the motion

“I SECOND”

3. Discussion

DISCUSSION

4. All in favor

“YES”

5. All opposed

“NO”

6. Abstain

“ABSTAIN”

7. Announce results

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REQUEST FOR ACTION

Sample Summary

The Action Item

The Issue

Key Points and Background

Action Requested

Additional References: See pages ____