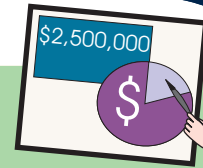


## GROUND RULES FOR MEETING CONDUCT



### Original Text Format Not Adaptated

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.

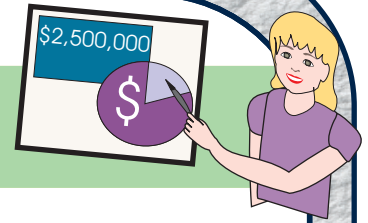
Address any concerns about the discussion or the meeting with the Chairperson. It is the Chairperson's job to bring the meeting to order.

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**

## GROUND RULES ADAPTATION



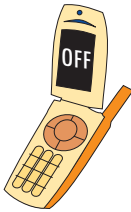
**The key is to respect the meeting**

**Ways to respect the meeting:**

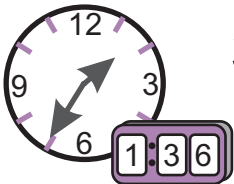
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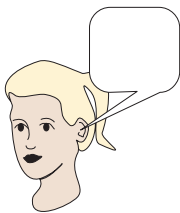
1. Have a positive attitude.



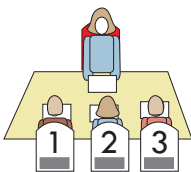
2. Turn cell phones off.



3. Be on time.

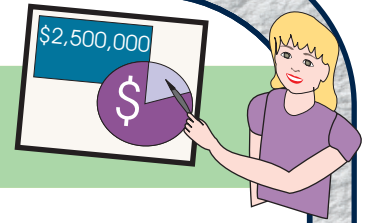


4. Listen.



5. Take turns talking.

## GROUND RULES ADAPTATION



6. Stay on topic.



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

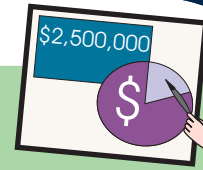


8. Be kind to all the people who attend the meeting.

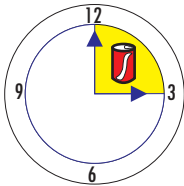
Remember, by respecting each other, you will have a good time and enjoy the meeting.

## Sample 2

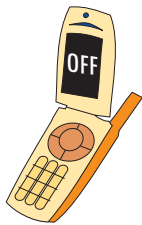
# GROUND RULES ADAPTATION



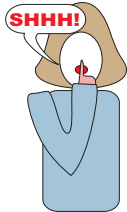
1. Be positive and respectful of others.



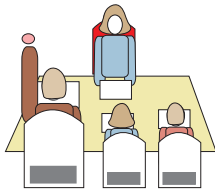
2. Be on time to the meeting from breaks



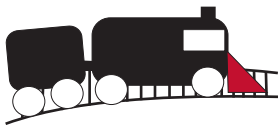
3. Cell phone reminder  
turn to silent  
take the call outside



4. Be quiet when others are speaking

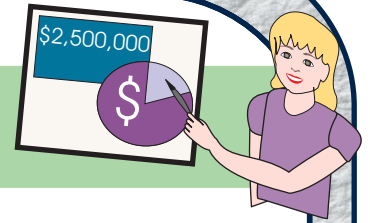


5. Raise hand if you want to speak

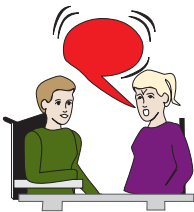


6. Stay on track when a topic is being talked about.

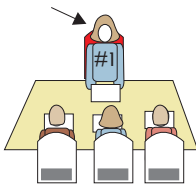
## GROUND RULES ADAPTATION



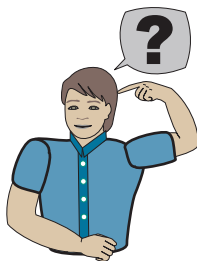
7. Come prepared, don't discuss personal issues



8. No fighting or arguing

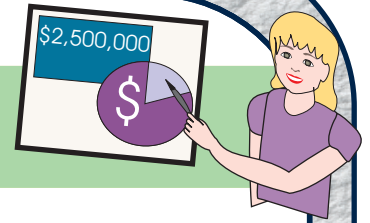


9. The Chairperson is in charge



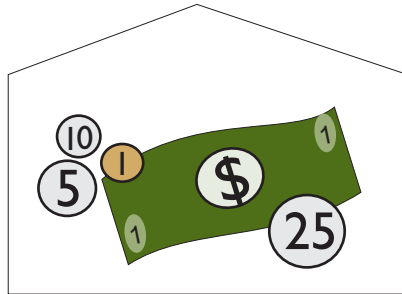
10. If you have a question it's OK to ask your facilitator for help

# RESPONSIBILITIES OF BOARD MEMBERS



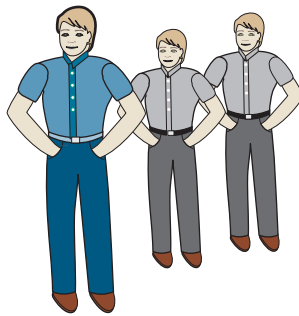
## 1. Managing the People's Money

Taking care of the organization's money



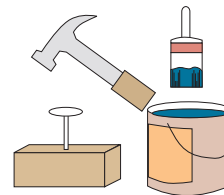
## 2. Leadership

Makes sure there is enough money to run the organization

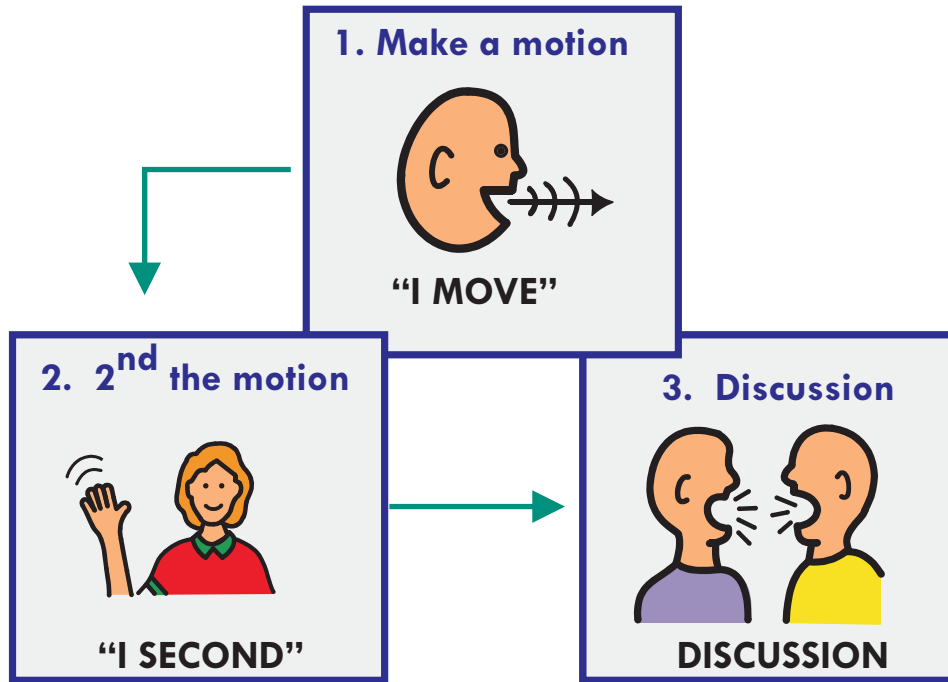
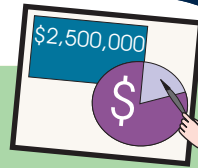


## 3. Quality Services

Make sure services are good, no matter how much money is available



# VOTING WITH ROBERTS RULES



4. All in favor

"YES"

5. All opposed

"NO"

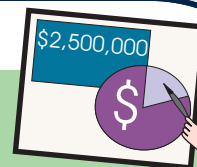
6. Abstain

"ABSTAIN"

7. Announce results

A stick figure is standing behind a brown podium.

# REQUEST FOR ACTION



## Sample Summary

### The Action Item



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### The Issue



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### Key Points and Background

<input checked="" type="checkbox"/>	1	_____
<input checked="" type="checkbox"/>	2	_____
<input checked="" type="checkbox"/>	3	_____
<input type="checkbox"/>	4	_____
<input type="checkbox"/>	5	_____

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### Action Requested



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Additional References: See pages \_\_\_\_\_