



North Carolina/CSEFEL Meeting Ground Rules

- **Team Membership:** The team will consist of approximately twelve (12) decision makers.
- **Team Roles:**
 - **Team Members** = Each team member will participate fully and will communicate with the constituencies they represent. Members will be selected who have the willingness and expertise to help the team accomplish its work. Each member will take his/her own notes at meetings.
 - **Convener** = This role will rotate among members since meetings are held in various locations. The convener arranges the space for the meeting.
 - **CSEFEL Resource/Consultant** = The consultants provide support to the team to help it achieve the goals and interface with project. (Barbara Smith and Tweety Yates)
 - **Facilitator** = This role will rotate among team members. The facilitator leads team meetings in a way that is perceived to be fair, helping the team stay focused and supporting the building of relationships needed for effective work.
 - **Note-taker** = This role will rotate among members. The note-taker will record the minutes (including summary discussion and decisions) and will send minutes to Margaret and Tasha for review and distribution to the team. Tasha will maintain the team's "master" notebook.
 - **Timekeeper** = This role will rotate among members. The timekeeper keeps track of time allotments on agenda and reminds team of time remaining for each agenda item so that the team can complete items in a timely manner OR adjust agenda as needed.
 - **Ad Hoc Members** = Ad hoc members are involved on an "as needed basis" via survey, interviews, special projects, etc. as needed to accomplish particular tasks.
- **Meeting Attendance:** Members will attend meetings rather than sending representatives and agree to prepare for meetings. If a member must be absent he/she will review the meeting minutes and will contact the note-taker for clarification, if needed. Members will support decisions made in their absence.
- **New Member Orientation:** The departing member will provide information and a notebook of up-to-date materials to the new member.
- **Stakeholder Input:** The team will use ad hoc members, workgroups and/or focus groups to ensure broad representation and input.
- **Decision Making:** Decisions will be made by consensus if possible. If consensus is not achieved, the team will use "modified consensus", i.e., what can be changed so that we can live with this decision and publicly support it?
- **Interactions:** Members agree to respect all opinions (all ideas have value), share decision making, share the floor and honor confidentiality.
- **Universal signal:** Members will hold up an index card if group should move on from current issue.
- **Start and end on time.**
- **Stay outcome-focused:** The team will use a "Parking Lot" when appropriate.
- **Celebrate big and small accomplishments!**