

Section 2: VACCRRRA Board Adopted Meeting Guidelines

(These are VACCRRRA's accepted meeting guidelines)

1. Speak for oneself
2. Share air time
3. Inquire to better understand how someone may be thinking about an issue differently
(with genuine questions and without imbedded judgments)
4. Explain the line of thinking/reasoning behind one's statements, questions and actions.
5. Be specific – use data, examples.
6. Disagree openly with any member of the group.
7. Jointly design ways to test disagreements and identify solutions.
8. Use the group forum to speak and refrain from sidebar conversations.
9. Agree on what important words mean.
10. Explicitly decide what the decision-making process is for any decisions made (e.g. consensus, recommend to someone, give input and leave the final decision to someone).
11. Bring up undiscussable issues (“elephants in the room”) when doing so will help the group process, the task at hand and/or long term relationships in the group

(Thanks to inspiration from Umbrella, guidelines adapted from Roger Schwarz's book, The Skilled Facilitator.)