

Steering Committee Work Group Expectations

Consensus

The expectation of the Dane County Comprehensive Steering Committee for each Work Group is that they operate under a consensus-building atmosphere. The only necessary vote is the vote to recommend/refer each element to the Steering Committee at the end of the process. The Steering Committee encourages Work Groups to make decisions to reflect the consensus of all of the active and present members of each working group.

Rules and Protocols

All members are expected and encouraged to comment on issues during the debate:

- ✓ Members wishing to make a contribution during meetings shall make a sign so indicating. The convener will recognize members to speak during meetings, and shall use the 'stacking' method to manage participation by members.
- ✓ Members will not interrupt one another during discussion;
- ✓ Only one speaker at a time;
- ✓ All ideas have value;
- ✓ No one person shall dominate the discussion;
- ✓ Ideas may be debated but personal attacks are not permitted;
- ✓ Members all share equal status and authority;
- ✓ All members are expected to participate in discussions during Work Group Meetings
- ✓ Members are expected to be on time to work group meetings;
- ✓ Meetings shall begin and end according to scheduled times. Decisions to work beyond a scheduled ending time may be made through consensus of members present;
- ✓ The meeting shall follow the prepared agenda;
- ✓ Silence equals assent;
- ✓ Any member may call the question of any member's failure to adhere to these ground rules at any point during the meeting.

Facilitator -- One who makes easier or less difficult as a process

- ✓ Serves group, is neutral
- ✓ Suggests alternative procedures
- ✓ Encourages full participation
- ✓ Keeps team on track
- ✓ Acts as resource person
- ✓ Coordinator of team activities

Convener -- One who assembles, usually for an official or public purpose; meet formally. To cause to assemble

If a group does not wish to elect a chair, they can choose a convener
Examples of convener duties

- ✓ Achieves consensus on the topic for group discussion,
- ✓ Establishes meeting times and places
- ✓ Establishes a mail reflector, listserv
- ✓ Establishes the specific time frames (dates) during which the electronic discussions must occur.
- ✓ With the agreement of the members, develops a list of readings and determines who will lead each discussion.
- ✓ Organizes the meeting leadership procedures, may need to supply some or all of the reading materials to participants who lack access to them,
- ✓ Distributes evaluations to participants,
- ✓ Maintains attendance/electronic posting records, and documents.
- ✓ To convene and end the meetings on time, and to see that leadership for each meeting is provided.
- ✓ To plan each meeting agenda
- ✓ To let members know the agenda ahead of time.
- ✓ To consult with the Steering Committee from time to time, about progress of the group.