

West Linn Sustainability Advisory Board

Meeting Guidelines

Use the Agenda

- Have a published agenda and stick to it.
 - Avoid digression into topics not related to agenda
- Come prepared
 - Know what your to-do's are and be ready to contribute
- Be concise, stay on point and on topic
- Be additive, not repetitive
- If you have nothing to say, don't say it during the meeting!
- Close decisions and identify action items

Honor Time Commitments

- Time commitment: 6:00p to 7:30p
- Negotiate stop time at 7:15p if too much needs to be accomplished.
- Agree to delay non-essential items to honor time commitment.

Support Each Other

- Listen actively and attentively
- Assume positive intent from the speaker
- Avoid criticism
- Give others a chance to talk
- Allow members to finish speaking

Engage with the Process

- Integrate the Triple Bottom Line into the beginning of a process, rather than at the end.
- Ask clarifying questions – take responsibility for your own understanding.
- Yes, and...
 - No idea is immediately dismissed without exploration and discussion. Creative thinking can help us achieve great results.
- View problems as opportunities for creative solutions within existing constraints.
- Have fun and use humor!
- If you disagree, speak up during discussion. Then, see the next guideline!

Respect Board Consensus

- Once a decision is made, give it your full support and best efforts, regardless of your agreement or disagreement
- Consensus means "I can live with it"
- Everyone agrees that the decision is the will of the group