

Ground Rules for the Colorado Recreation RAC

We agree to:

Attitude and Culture

- Treat each other with respect.
- Avoid being defensive and give feedback in a constructive manner.

Meetings

- Attend all meetings, unless unable to do so because of prior commitments or illness.
- Review all pre-work for meetings.
- Start and end all meetings on time, unless otherwise agreed to by members.
- Keep meetings to a maximum of 8 hours per day
- Allow breaks at least every two hours or when agreed to by the committee.

Communication

- Will not have side discussions when a person is talking.
- Give each person an opportunity to speak.
- Will respect the committee's time and meeting agenda. Will be brief and focus on facts or questions.
- Emphasize open and honest communication - there are no hidden agendas.
- Emphasize balanced participation of all team members.
- Turn cell phones off or to vibrate.
- Use of acronyms will be minimized.