



## Classified Staff Advisory Council Operating Guidelines (Ground Rules)

- Have Fun!
- Stay focused on goals and objectives: keep philosophical discussion to a minimum
- Keep commitment: make every effort to attend all meetings whenever possible and complete our "to do" assignments
- Feel free to speak your opinion.
  - We will respect each other's viewpoints
  - Speak up about things that will make the group more effective
  - Others will be considerate of person's feelings
  - One person at a time talks while everyone else actively listens
- Making decisions:
  - if there are disagreements – the majority rules (we can not be disabled, we need to be able to make decisions and move on). We will strive for consensus
  - there is no right or wrong view (opinion)
  - we may need to make decisions even though members are absent. We trust in other members of the council to make decisions when someone is absent
- Communication: minutes will be taken and shared with council within a timely manner
- We will use our plan of work as our driving force and prioritize agenda items accordingly
- We will serve as a resource to all classified staff in Cooperative Extension