

## Friends of Kootenay Lake - Meeting Ground Rules

These Ground rules will apply to all committees appointed by the Board of Directors and reporting to the Board:

FoKLSS *committees* will:

- take a collaborative approach with all committee members having the opportunity to express their views and an equal opportunity to speak uninterrupted;
- seek clarity and agreement on the purpose of the meeting;
- balance discussion with agreements and action steps; and
- reach decisions and recommendations by consensus (that is the agreement of most, but not necessarily all, participants); where a decision is not unanimous care will be taken to ensure that everyone can live with the decision and support it; any reservations will be recorded in the minutes.

FoKLSS committee *members* will:

- speak respectfully and in a non-judgmental manner;
- listen actively;
- delve below the surface into the “whys” to build understanding of the issues;
- avoid retelling “the story”;
- be brief and succinct by telling others:
  - what they need to know,
  - why they need to know it, and
  - what they need to do with the information;
- seek to build consensus.