



## Meeting Guidelines

1. Be open and honest; participate fully
2. Seek to understand and listen to divergent perspectives
3. Handle differences with courtesy and respect
4. Focus on what is important to our constituents and to Minnesota as a whole
5. Strive for consensus – *the task force should define consensus*
6. Keep the success of the task force as a primary goal
7. Use meeting time wisely; keep statements and responses concise and to the point
8. Leverage our website to share information, receive feedback, and conduct task force business
9. Make progress at every meeting; have tangible objectives
10. Come to meetings prepared – review materials, complete “homework”; follow through on commitments made in meetings
11. Share information discussed in the meetings with your constituents; bring back to the group their feedback
12. Send a delegate to the meeting if you cannot attend
13. Use Robert’s Rules of Order to conduct meetings
14. Adhere to Open Meeting guidelines
15. Have fun, laugh often
16. Are we missing anything?