

**Circ Alternative Task Force
Group Protocols
DRAFT For Task Force's Consideration
8/11/11**

1. Plan on starting promptly at the scheduled time and adjourning on schedule.
2. Respect others in the group by attending all scheduled meetings. If you must miss a meeting, do your homework so that the group doesn't need to go back over material and issues that were covered in previous meetings.
3. Turn cell phones to "privacy mode", or, better yet, "off".
4. Answer calls and conduct side conversations outside the group meeting space.
5. Wait to speak until the previous speaker has finished.
6. Keep your remarks on-topic and concise; share "airtime".
7. Listen respectfully.
8. Speak for yourself; let others speak for themselves.
9. Focus on issues, not personalities.
10. Task Force members may speak to the media regarding their personal and organizational interests, but will not comment on the interests and actions of other members, and will refer questions from the media regarding the Task Force's work to _____.