

## Stakeholder Committee Meeting: Ground Rules

- State views and ask ~~genuine~~ questions *instead of stating untested assumptions*. This enables the team to shift from monologues and arguments to a conversation in which members can understand everyone's point of view and be curious about the differences in their views.
- *Respect confidentiality and anonymity requests.*
- Share all relevant information. This enables the team to develop a comprehensive, common set of information with which to solve problems and make decisions.
- *Share "air time." ("Two before you.") Allow others to finish before you speak.*
- Use specific examples and agree on what important words mean. This ensures that all team members are using the same words to mean the same thing.
- Explain reasoning and intent. This enables members to understand how others reached their conclusions and see where team members' reasoning differs.
- Assume positive intent on the part of others; those having differing opinions are not bad people. *Avoid assigning intention beliefs or motives.*
- Focus on interests, not positions. By moving from arguing about solutions to identifying needs that must be met in order to solve a problem, you reduce unproductive conflict and increase your ability to develop solutions that the full team is committed to.
- Test assumptions and inferences. This ensures that the team is making decisions with valid information rather than with members' private stories about what other team members believe and what their motives are.
- Jointly design next steps. This ensures that everyone is committed to moving forward together as a team.
- Discuss undiscussable issues. This ensures that the team addresses the important but undiscussed issues that are hindering its results and that can only be resolved in a team meeting.
- Don't let passion preclude judgement.
- *Be present.*

Source: <https://hbr.org/2016/06/8-ground-rules-for-great-meetings>

# STAKEHOLDER ADVISORY COMMITTEE: ROLES AND RESPONSIBILITIES

(FROM PROJECT CHARTER)



- Stakeholders shall provide perspective to inform the project development process.
- Stakeholders shall review and comment on pending decisions and actions.
- Stakeholders shall serve as an avenue of communication to the community concerning the project.
- The Stakeholder Committee shall set the general meeting schedule.
- The Stakeholder Committee will not have formal approval authority and will attempt to reach consensus on issues where possible. The Project Team will distill the Stakeholder Committee comments when consensus cannot be reached.
- The Stakeholder Committee shall publish meeting summaries.

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