



Team Rules of Engagement

The following is a sample of the kinds of ground rules a work group or team may adopt to ensure order and optimal results.

MEETING EXPECTATIONS:

- Members are expected to attend all meetings for the full duration.
- Meetings will start and end at the announced times.
- Meeting notes will be taken by Team facilitator.
- Decision documents for upcoming meetings will be presented to team members in a timely manner.

MEMBER RULES:

1. Be courteous and act as colleagues.
2. Be prepared for meetings. Review pre-work. Respect “copy-free” meeting and download and bring personal copies of meeting materials.
3. If a meeting was missed, take responsibility for learning what transpired.
4. Participate in both talking and listening.
 - a. Take responsibility for articulating the position you represent on the team; give reasons/rationale for your opinions.
 - b. Listen actively and maintain an open mind.
5. Respect individual perspectives; question assumptions thoughtfully as we assume good faith on the part of the individual who offered an alternative viewpoint.
6. Focus on solutions by making proposals, not just offering critiques.
7. Be future-oriented with our work.
8. Assume ownership for the group’s work and recommendations. Be prepared to serve as an ambassador for work products and decisions.
9. Embrace that it is okay to learn and have fun while working.
10. Limit usage of electronic devices to breaks. Mute cell phones.




HOW DECISIONS GET MADE:

Reaching consensus among members regarding substantive proposals is a key team value. Consensus means that I feel my point of view was heard, and I can leave the meeting supporting group decisions even though they may not be 100% what I would prefer.

Given the nature of our task and associated deadlines, the group needs a uniform process for coming to decision when pure consensus cannot be reached. We will use a three-step process to test consensus and make a final decision.

- 1) At the appropriate moment in the conversation the chair may ask each member to articulate what score best conveys her/his position on the proposed recommendation. (see Consensus Scale below)
- 2) The Chair may probe for further recommendation refinements. Following this process, members who still score their recommendation stance as a -1 may be given a time-limited chance (“x” number of minutes) to re-state their viewpoint. This ensures that full consideration is given to all positions.
- 3) If no consensus still emerges, the chair may now call for an up-or-down vote on the recommendation. A majority viewpoint stands as the group’s decision.
- 4) The short-hand version of this process is a quick “thumbs up – neutral – down” check with brief discussion regarding “why” to move toward consensus.

Consensus Scale

	+1 I support the proposal as it stands.
	0 I will support this proposal if time or other factors require a decision now.
	-1 I do not fully support the proposal as it stands for the following reasons. I recommend the following revision(s).

- The team protocol will be that decisions made at one meeting will not be re-opened at the next meeting unless agreed to by the Team Leaders.