In order to conduct their work as successfully as possible, SMP Task Force members are asked to abide by the following groundrules:

1. Focus on broad interests, not individual positions.
2. Use the group’s time well.
3. Engage constructively – vigorous, respectful exchange that encourages all points of view, open communication and good solutions.
4. Watch your air time – make sure everyone has the chance to participate.
5. Avoid side conversations; maintain full attention on the member who is speaking.
6. Focus on preferred end states, options for mutual gain, and fair measures of evaluation.
7. Represent well the people of your community or organization.
8. Strive for consensus – to seek out what you and the group can and cannot agree to, live with, or modify to achieve agreement – while recognizing that majority and minority opinions may be the best result on some topics.
9. Strive, at every meeting, to conduct your business in a way that will improve your ability to work together in the future.
10. Cell phone ringers are turned off during our meeting time together. Be courteous to your fellow committee members. Give them your full attention.
11. Keep your associates and constituency groups up to date on the progress of the Task Force. It is your responsibility to both share information and to represent your constituency’s views at the meetings.
12. Work will be required between meetings in order to maintain momentum. Members are expected to check email, review draft documents, and provide their edits/comments on Task Force recommendations in between meetings. This work will be conducted electronically through email.
13. Members with long documents to present to the group are asked to email those documents ahead of time to Margaret Norton-Arnold, who
will distribute the document to the Task Force along with the meeting agenda. Members are then asked to paraphrase, rather than read, the document during the course of the meeting.

14. Members are asked not to use “reply all” to conduct conversations in-between meetings. The use of “reply all” emails constitute a public meeting, requiring Kitsap County to provide advance notice. Members are asked to email comments on the group’s work to Margaret, who will subsequently share the information with all members.

15. The Task Force will work together to determine how members of the group will respond to, and interact with, the media. The group may decide to designate one or two spokespeople, if it seems appropriate to do so.