

Berkshire Public Health Alliance

Operating Practices for Meetings

1. Respect the opinions of all committee members and guests.
2. Let committee members finish their statements without interruption.
3. Only have one conversation at a time.
4. Keep statements and discussion focused on the topic at hand.
5. Allow non-committee members to participate but not dominate the discussion.
6. Try to reach consensus on decisions. If consensus is not obtainable call for a vote of meeting attendees once discussion ceases to be productive.
7. Once a decision has been made, only re-visit that decision if there is a deliberate affirmative vote to re-visit that decision.
8. Distribute material to be discussed at the meeting at least 3 days in advance of the meeting.
9. Come to meetings by being prepared. Review material to be discussed in advance of the meeting.
10. Set schedule for meetings in advance

