

Florida Water Resource Monitoring Council

MEETING GUIDELINES

1. Silence/vibrate all beepers/cell phones; make/take all calls out of the room.
2. Each voting member may have one alternate designated by his/her agency to sit in for him/her in the event the Designee cannot attend the meeting. It is the responsibility of the Designee and Alternate to keep each other informed of meeting activities.
3. Only one representative of an agency/entity may sit at the table. There is no switching of seats during the course of a meeting.
4. Each member of the Council is a representative of his/her agency; all comments, ranking and/or voting represents the agency position. If a member of the Council wishes to express his/her personal opinion, he/she may do so during public comment and must state that he/she is stating his/her personal opinion.
5. No side conversations, they are distracting to others and disrespectful to speaker.
6. State issues; no "personalizing".
7. Be concise, need to assure balance of participation.
8. Listen with an open mind; Keep the tone positive.
9. If you state a problem, try to give a potential solution.
10. Explain reasons behind statements.
11. Agree on meaning of important words.
12. Disagree respectfully but openly, not in private.
13. HAVE FUN!!!

Adopted on _____, 2006 by consensus