

**GROUND RULES**  
**BARNES LAKE MANAGEMENT DISTRICT (LMD) STEERING COMMITTEE**  
**Revised December 2011**

Purpose of the Steering Committee

To provide public involvement and oversight in support of the Barnes LMD Charter.

**GROUND RULES**

Conduct of Meetings

1. Meetings will be task-oriented with written agendas and supporting information prepared and distributed to Steering Committee members seven days in advance.
2. Members will fully explore the issues before forming conclusions.
3. Members commit to search for creative solutions that best serve the interests of the LMD's goals and objectives.
4. Members will seek to clearly articulate their concerns and goals and the concerns and goals of those they are seeking to represent.
5. All members recognize the legitimacy of the concerns and goals of others whether or not they are in agreement with them.
6. All members will respect the opinions and ideals of the Steering Committee participants as well as the members of the LMD they represent.
7. Members will make every effort to listen carefully, ask questions and educate themselves and others regarding the needs that must be addressed in a problem-solving atmosphere.
8. Members will focus on the issues under discussion.
9. Members accept the responsibility to come to committee meetings prepared for discussion.
10. Meetings will end at scheduled time unless otherwise agreed.
11. Unfinished agenda items will be considered for inclusion at the next meeting.
12. The Chair's role will be to keep discussion focused, insuring all points are heard and facilitating the meeting within the spirit of these ground rules.

Member Responsibilities

1. Steering Committee members understand that, in the interests of continuity, they will make every possible effort to attend scheduled meetings. Members are encouraged to provide 30-days notice to the Committee Chair when resigning from the Steering Committee.
2. Members recognize a responsibility to represent certain interests, points of view and concerns to the committee. They also have a responsibility to keep their neighbors informed of the progress of the discussions and to seek their advice and comment.
3. Members and staff will seek to provide information necessary to the discussions in a timely and complete manner.

Consensus as a Goal

1. Consensus is defined as a general agreement of all members of the committee.
2. The goal is to reach consensus on as many issues as possible.
3. In absence of consensus, any committee report will accurately describe areas of agreement and disagreement. Every effort will be made to clearly and fairly state all points of view.
4. Where no formal action is taken by vote, disagreements recorded into the minutes shall reflect any lack of consensus in terms of positions for or against a particular agenda item.