

## PROPOSED SMR Ad Hoc Committee Meeting Guidelines

+ Go by a show of digital hands as represented in the Participants List

+ Gently Timed shares:

- timed by chairperson or timekeeper.
- 2 minute limit but can exceed to finish a thought or sentence
- 3 minute hard limit
- Participants can share again if needed

+ Handling of Proposals: Follow Robert's Rules of Order guidelines

- Motion is explicitly stated ("I move that...")
- Motion seconded
- If seconded, the motion will be discussed [time limit?]
- after discussion, the motion will be voted upon
  - chairperson or initial person proposing restates motion clearly
  - membership votes "yay" or "Nay" to adopting the proposal

ONLY ONE PROPOSAL WILL BE DISCUSSED AT A TIME. If other proposals arise during a discussion, they will be noted and handled separately and subsequent to the one actively being discussed.

+ Guidelines for discussion:

- Be respectful of other members of the committee at all times. Please refrain from verbally attacking other members or their ideas.
- Keep the focus on the topic being discussed
- As much as possible, please focus on speaking your own concerns and viewpoints on the issue
- If you disagree with an issue or a proposal, please state your concerns about it.

+ If discussion becomes heated:

If the discussion becomes emotional, disrespectful, or unproductive any member can request a 2 minute cool down period. All microphones will be muted and a timer set to allow for a brief moment of meditation to reset the room. The person who was speaking when the cool down period was called for will be given the first opportunity to share when the 2 minutes are up.

\* Meeting Duration:

- Meetings will be scheduled for 1 hour with a maximum 30 minute extension to allow for the topic being discussed to wrap up.
- A vote to extend will be taken [??? or at chairperson's discretion?]