

MWPAAC Meeting Guidelines

1. Everyone should speak for themselves, the organization or the subcommittee they represent, but not for others.
2. Participants need time to review materials before they are asked to make decisions at meetings, at least one week prior.
3. Matters will be facilitated to promote open discussion and work toward consensus, balanced with the desire to make progress on issues.
4. MWPAAC Meeting agendas will be drafted by the Executive Committee or among the Chair, Coordinator/Facilitator and County Point of Contact.
5. Coordinator/Facilitator will facilitate discussions to ensure productive conversations at the meetings and will assist the committee to conform with their groundrules, charter, and bylaws.
6. Meeting notes will be bulleted highlights that include summary issues, decisions, outcomes, and actions. He-said/she-said meeting minutes will not be provided. The focus will be to develop and refine recommendations, issues, or work products and to reflect decisions and follow-up actions.