

Committee Ground Rules - APPROVED 11/22/2022

Overview

The committee agrees to the following ground rules that all members will adhere to in deliberation and throughout the review process.

Members will:

1. Hear all voices; treat one another and our ideas with respect.
2. Take Space, Make Space. Make space for others to speak and feel comfortable taking up more space if you have not been.
3. Maintain an open mind, remain learning-focused and flexible to consider other opinions.
4. Assume good intentions of all committee members and the public.
5. Collaborate as we work together and continue to build trust.
6. Work efficiently to build a thoughtful and deliberate review process.
7. Acknowledge each individual has knowledge, strategies, and comments to contribute.
8. Respectfully question assumptions and take the opportunity when possible to ask: "Is there any data we might bring in to better inform our decision around this topic?"

To ensure committee members are prepared and able to fully contribute in each meeting the following will be implemented: each meeting and/or agenda item will have defined facilitator(s), parameters and goal, before a vote the issue will be restated clearly and members will have an opportunity to comment or ask questions.

Committee members should email cambridgecharterreview@cambridgema.gov if they cannot attend a meeting, need to leave early or have a schedule conflict.

All communications, whenever possible, should CC cambridgecharterreview@cambridgema.gov, for organizational purposes.

Committee members should feel comfortable discussing their charter review work with the public and members of the press as individual members of the committee, as the goal is to engage with as many stakeholders as possible.