



**Main-McVay Transit Study**  
Stakeholder Advisory Committee  
Draft Group Operating Agreements  
5.14.2014

- Attend all meetings\*
- Start and adjourn meetings on time
- Honor the agenda topics and times
- Review all materials provided in advance
- Come well prepared to all meetings to respect each others' time commitment
- Be curious
- Use an analytical approach-----facts are your friends
- Avoid interruptions (cell phones turned off until breaks)
- Contribute your thoughts on items of importance to you
- Question personal assumptions (No sacred cows)
- Listen and consider what others say
- Be recognized before speaking
- Avoid side conversations
- Disagree but never let disagreement become personal
- Equal opportunity for all to contribute-----no one dominates
- Foster mutual respect and trust for your colleagues and for the process

*\*If you are ill or have an emergency and must miss a meeting, it is the responsibility of the member to catch up through reading the meeting notes and communicating with the facilitators.*