

Kellogg Middle School
Design Advisor Group

Expectations Regarding Committee Member Behavior

- Make every effort to attend every meeting, to arrive on time, and to be prepared.
- If you know you must be absent, advise the committee support staff in advance.
- Do not criticize board members, staff members, other committee members, or any citizen in public. Letters and e-mails to any district personnel or elected official is a public document.
- Speak when recognized by the facilitator. Don't interrupt or engage in side conversations when another committee member is speaking.
- Be brief and to the point.
- Say what you mean and mean what you say: no political speeches; don't posture or grandstand.
- Clearly explain how you came to your position on a subject and how it serves the public interest.
- Share credit generously. Spread opportunities to get positive recognition.
- Support the legitimacy of committee outcomes, even those you don't agree with. When a decision is made, move on.
- Outside of committee meetings, members must be crystal clear whether they are speaking as an individual or have been recognized by the committee to speak on their behalf.
- Respect the different styles of fellow committee members.
- Be open to changing your mind based on new information.
- Take personal responsibility for encouraging respectful behavior among your fellow committee members.
- Recognize that you are seen as committee members at all times during the process, no matter how you may see yourself.
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