

ALCOHOL AND DRUG ADVISORY BOARD MEETING GUIDELINES

1. Everyone is encouraged to participate – Use of laptops and other devices should be limited to making presentations, keeping notes, or looking up relevant information.
2. Start and finish on time – Don't punish the prompt by making them wait for stragglers or reward late-comers by repeating discussions or revisiting decisions.
3. One conversation at a time – Show respect for others by listening to their point of view and refraining from side conversations.
4. Different opinions are welcome – Contrary views need to be encouraged to support robust decision-making and to prevent group-think.
5. Challenge ideas, not individuals – Emotions can run high and criticism can turn personal if attendees aren't reminded to focus on the issues.
6. Stay on point, make your point and move on to allow other meeting participants time to comment – don't filibuster.