



Meeting Code of Conduct

- Consistent attendance and 'engagement' at board meetings
 - Agenda materials 10 days before meeting.
 - Review of all materials is expected prior to meeting time.
 - Arrival at meetings no later than 15 minutes before the scheduled start time.
 - Electronic devices should only be utilized for the purposes of the meeting.
 - Silence phones before meetings
 - Minimize side-bar conversations.

- Meeting discussions should:
 - Stay on task and follow agenda.
 - Place important, nonrelated points to a *parking lot* for future consideration.
 - Assign action items to committee members so that one person isn't doing all the work
 - Evaluate each meeting for effectiveness of the Meeting Code of Conduct and update it if need be
 - Remind everyone of Action Item Assignments and Parking Lot items