



## Mutually Agreed Upon Guidelines & Ground Rules

**(Mutually Agreed upon Aspirations and Facilitator Enforced as Appropriate)**

- Keep in mind the Overall Goal of Clean Water Task Force: Formulate recommendations for post-construction stormwater best management practices (BMPs) for new development and redevelopment projects for sustainable clean quality water
- Agenda will go out via email prior to each meeting. Please follow and stick to the Agenda
- A hard copy of applicable documents will be handed out at each meeting
- Documents handed out at the meeting will be available prior to each meeting at the Clean Water Task Force website: [lincoln.ne.gov](http://lincoln.ne.gov) keyword: *clean water program*
- Meeting starts at 11:30am and ends not later than 1:30pm
- Please set mobile phones, pagers, radios & computers to vibrate or silent during the meeting
- Any & all process concerns should be raised ahead of time or immediately when they occur
- A written group memory, capturing the essence of the meeting will be provided to the Task Force prior to the next meeting by the facilitators for Task Force review and comment
- Listen first to understand before seeking to be understood
- Be curious and open to learn. Speak for yourself. Communicate your own truth
- Engage in one conversation at a time; keeping to agreed upon agenda, tasks and topics
- Allow for one person talking at a time in a respectful manner to all present
- Participate in and commit yourself to the process of being open and gathering information
- Share ownership of comments, ideas, options, proposals, thoughts and any recommendations
- Be fully present and of the moment. Freedom to express ideas openly is preferred
- Act with professional courtesy and respect towards others with no personal attacks on others
- Have a balanced conversation: Inquire with a curious mind open to new ideas; Acknowledge the other; and Kindly & Respectfully Advocate your ideas with “I Messages”
- Focus is on the future
- Participants can preserve the opportunity to revisit a consensus vote
- The written Group Memory can be amended and added to
- The “Agenda” can be amended, changed, and added to by The Mediation Center (TMC) and comments can be sent to TMC before each meeting for consideration for future meetings