

# EmploymentFirstMaine

EFM Ground Rules and Preferred Practices

December 12, 2014

## **Draft Version**

1. Before speaking – raise hand and identify yourself
2. start on time, be concise, and follow the agenda
3. stay up to date on information
4. review agenda minutes/materials prior to meetings and be prepared
5. seek out information and ask questions when necessary
6. be empowered to vote and act as Coalition member
7. be an active participant

**Every person. Every talent. Every opportunity.**

## EFM Preferred Practices

Make sure Agenda highlights actions such as upcoming vote

Votes or decisions regarding substantial or systemic change issues need to be presented in advance in writing and posted

Issue items will be framed by steering group to be shared/voted (on as much as able)

In an emergency, issue items may require an email process and vote within a quicker timeframe

A reminder email will come from Communication group indicating new items, such as minutes, have been posted to the website

Facilitator/Communication team member will support member participation and understanding, i.e. by clarifying and restating comments/conversation when appropriate

Content, format or accommodation questions/needs should go to Communication Group

Coalition will strive for consensus but may need to resort to bylaws and voting process to conduct business.

EFM Coalition voting members will come to meetings with an understanding of voting abilities