



Cherry Point Aquatic Reserve Collaborative Process Meeting Norms

Norms Developed During First Meeting, July 11, 2007:

- Start / end on time (including breaks).
- Make decisions by consensus.
- Phones / Blackberries on vibrate.
- Treat each other with trust and respect.
- Listen with an open mind.
- No interrupting / no side bars.
- Notes out to participants within one week of each meeting.
- Speak up.
- Signal when want to speak.
- Stick to agenda – call back when off track.
- Use parking lot.
- Action Items include timelines.
- Notes provided by facilitators.
- Have fun.
- This is a safe place to explore ideas.
- Conference call capability.
- Presenters to bring handouts to accompany any PowerPoint presentations.

Norms Added related to Discussion on Process Structure, August 8, 2007:

- Each entity/organization or other participant will designate a specified representative (with decision-making authority or access to decision-makers) and a back-up to regularly attend meetings.
- Following the September 12, 2007 meeting, additional entities/organizations or other participants will be allowed to join as participants upon consensus of the group.
- Meetings will be open to interested members of the public, who will be able to observe process discussions and be invited to provide comments during a five minute comment period at the end of any meeting that non-participants are in attendance.
- Occasionally, by group consensus, members of the public and/or experts in particular subject areas may be invited to provide information and present it in a meeting.

- Each designated representative will identify a policy level representative and have them attend any meeting that the group determines requires a policy level decision be made in order to achieve the common aim.

Norm Added related to Discussion on Process Structure, October 18, 2007:

- Everyone must come to the meeting prepared