**CCEPD Meeting Etiquette Rules**

The purpose of this document is to set some basic etiquette ground rules and guidelines for meetings that will help facilitate everyone being heard respectfully and the work of the CCEPD being speedily concluded. They apply to both virtual and in-person meetings. As with all guidelines, there may be exceptions, but these will be determined by the meeting facilitator. These rules are based off the “Rules by Which to Meet Peacefully” by our partners at the California’s State Independent Living Council (SILC).

1. **CCEPD chairperson or designee shall facilitate the meeting.** This means that he or she generally is not as active in the discussion other than to clarify or summarize.
2. **Keep comments and discussions focused on the agenda topics.** While many topic issues overlap, it is important to remain focused on the agenda topics as posted.
3. **Members need to wait to be recognized by the meeting facilitator.** This allows for members who are deaf and hard of hearing to follow the conversation and discourage multiple conversations, making it difficult to hear.
4. **The facilitator will make sure that everyone who wants to speak on a topic does so before second comments from the same person are taken.** This will discourage the effect of a few speakers dominating the meeting or a topic and give everyone a chance to contribute.
5. **The facilitator will make sure that the comments of CCEPD members and invited guests are taken first during discussions.** If time allows, members of the public may also have an opportunity to comment during discussion. There will also be several opportunities for public comment on any agenda item throughout CCEPD meetings.
6. **Meeting attendees will be respectful of invited guests and CCEPD members.** Members should remain respectful of invited guests and other members when dissenting opinions or perspectives on issues are made. We encourage participation and passion from members and strongly encourage listening to other opinions and perspectives in a respectful manner.
7. **CCEPD members, guests, and members of the public will not yell or raise their voice as a means of emphasizing their point or for any other reason.**
8. **Discussions should be focused on the issue at hand; no side conversation.**
9. **Members are reminded to use “I” statements when speaking.** “You” statements are often received as attacks and can derail a fruitful discussion. Such statements inhibit participation.
10. **Participants will not generalize about individuals, organizations, or other groups.** While it can be helpful to reference specific events or actions taken, generalizations typically shut down productive conversation.
11. **Every member is encouraged to help keep the agenda moving and gently enforce meeting behavior by reminding the group or the individual of the guidelines for meeting peacefully or the agenda item at hand.** This will support the facilitator and make everyone share the responsibility for a successful meeting.
12. **Cell phones will be silenced during the meeting.** Members and attendees will turn off ringers or use vibrate mode to avoid interrupting the proceedings. If a call must be taken, the member agrees to mute themselves and turn off their cameras or leave the room.
13. **Members need to let the speaker finish his or her statement.** Interruptions are rude and can sidetrack the speaker from his or her train of thought.
14. **Members are reminded to focus on the principle, not the person.** Personal attacks usually don’t change people’s views.
15. **Believe in people’s best intentions.** Ask questions to better understand anything that is unclear or of concern.
16. **Take care of yourself.** If you need to take a break, do it. The group values your participation, so do what you need to do so you can devote your full attention. Please remember to mute yourself and turn off your camera or leave the room.
17. **CCEPD maintains a scent-free environment in-person.** Members and attendees will refrain from using scented personal products when attending the meeting. Doing so will allow those with chemical sensitivities to participate.
18. **Reaching a consensus of members is CCEPD’s preferred method of making decisions.** If a consensus is not possible, the facilitator will postpone the item and ask the parties who disagree to come to a solution during a break in the meeting and present it to the group. If necessary, the facilitator may call for a vote of the members.
19. **CCEPD members will always sit around the table when meeting in-person.** CCEPD staff and invited guests or consultants will be welcomed to sit at the table when room permits. The facilitator will determine which guests or consultants may sit at the table, with input from the committee when appropriate. This assists the facilitator and the group in making sure that members have the first opportunity to participate in the meeting. Anyone needing to sit at the table for reasonable accommodation reasons should indicate that to the facilitator, who will try to make the accommodation. However, it must be clear that all who sit at the table and are not CCEPD members cannot vote and may have a limited role in the discussion or business at hand.
20. **Anything that is important to you is important to us!** If you have strong feelings about a topic that is not addressed during the meeting, please bring your feelings to the chairperson to handle the topic. Gossip and other talk behind closed doors will not lead to the positive solutions we embrace.
21. **Following basic Zoom etiquette is essential.** While the previously mentioned rules apply to Zoom meetings, there are rules specific to the platform that will help meetings run smoother. Please mute yourself when not speaking. Please use the “raise your hand” feature to speak. Use the chat for any comments or if you have technical difficulties (when possible). Rename yourself to include your full name and who you are representing.
22. **Meeting presenters/panelists and special guests should be treated with extra courtesy.** Presenters are our guests and interactions with them should be respectful. Members should be considerate of their time. Questions and comments are encouraged but should remain respectful and positive. At times, invited guests present information in a factual format and do not seek feedback. Members can provide input from their shared experience on the information provided and how the policy or issue works.
23. **Members must understand any conflict of interest when engaging on issues before the CCEPD.**