

## Sustainable Mobility Advisory Panel

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SMAP Ground Rules as established and agreed upon at the September 8, 2011 priority setting meeting:

- Be productive
- Ensure we have homework at the end of the meeting with clear outcomes
- Be accountable for the homework
- Be tolerant of everyone's reason for being here
- Try to stay on topic
- Be respectful
- Be solution based
- Complete assigned homework and be informed (i.e. what council is doing, what priorities are, the work of the panel - this could translate into an update at every meeting)
- Have access to staff personnel and documents (designated point person - Chris Gore)
- Agenda to be sent out ahead of meetings with time
- Notes to be sent within one week of previous meeting (advisory panels have notes and not minutes)
- Cell phones off and no texting
- Be positive, action-oriented and focused

It was agreed that these rules would be distributed to the panel and used as a public guide for all future meetings