



Department of
Land Use & Transportation

Minor Betterment Program Review and Selection Committee

COMMITTEE GROUNDRULES

- Respect the views of others
- Concentrate on issues, not personalities
- Treat others as you would like to be treated
- Listen carefully with the intent of understanding
- Don't interrupt others
- Don't dominate the discussion; let others present their views
- State your issues honestly and clearly as early in the process as possible
- Be constructive and provide positive ideas or alternatives
- Read materials in advance and be prepared for discussions
- Commit to attend all meetings and participate fully; provide substitute if needed.
- Ask questions and seek information for understanding
- Place cell phones and pagers on silent mode

Reviewed at June 5, 2013 meeting