

Poudre Runs Through It Study/Action Work Group Operating Guidelines
Adopted October 5, 2012. Revised September 30, 2014. Accepted and unchanged
September 11, 2015.

- 1. Everyone's input is equally important.*
- 2. Only one conversation will go on at once (unless subgroups are working on a topic).*
- 3. Respect the speaker: don't take part in side conversations; listen and ask clarifying questions.*
- 4. Discussions and criticisms will focus on interests, not people.*
- 5. Respect differences.*
- 6. Share your experiences and knowledge.*
- 7. Everyone is responsible for our success.*
- 8. Address differences or conflicts directly and positively.*
- 9. Keep up to date and be fully present.*
- 10. Listen respectfully; sincerely try to understand the other person's needs and interests*
- 11. Don't dwell on things that did not work in the past, but instead focus on the future we would like to create. However, we can learn from the past without dwelling on it.*
- 12. Use discretion when sharing what was said in the group with others outside the group. Avoid attributing to any particular individual anything that was said in the group.*
- 13. None of us should talk to the press independently about what the group has "decided." Reagan will be the group's contact with the press.*
- 14. If the group makes any decisions, it should be by consensus except for more difficult decisions. In those circumstances we will use a "thumbs up—thumbs down—thumbs sideways" method. If you signify "thumbs down" you have to explain why.*
- 15. If issues arise that distract the group from the current topic, they can be "parked" for future consideration.*
- 16. If you have to miss a session, let MaryLou know ahead of time. Don't send a substitute.*