

# Career Center Working Group (CCWG)

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## Ground Rules\*

Distributed January 22, 2018

1. There is no dress code.
2. We have something to learn from everyone in the room. We will respect the right of every working group member to speak and express a viewpoint, and will not attempt to silence or diminish one another.
3. There are no formal minutes. Staff will keep informal meeting notes and an issues list. These will be posted to the CCWG web page maintained by APS. Staff will make every effort to post the meeting agenda and materials on the web page three days prior to every meeting, and notes 48 hours after a meeting has taken place.
4. The group will try to achieve consensus, and in all cases work to clarify issues and options for consideration by the community, County and School Boards. Divergent views will be summarized fairly in reports and presentations.
5. Meetings will be as informal as the number of attendees and other circumstances permit.
6. Every working group member will have reasonable chances to speak at meetings and will be expected to allow others the same opportunities. Only one conversation will take place at a time at the table.
7. Every effort will be made to set aside time for non-working group members who attend meetings to speak. We will always accept written feedback at each meeting.
8. Consistent with our charge, we will form sub-committees to consider specific topics as appropriate. The chair may appoint non-working group members to these sub-committees.
9. In the interests of coherence, all material distributed to the group should include the author's name, the distribution date and page numbers.
10. Meetings will start on time. Stated ending times will be generally respected, but may be adjusted by general agreement to help finish a discussion. In every case, we must vacate the Career Center by 10 p.m.
11. Meetings require a public notice, and no more than two members of this group may discuss the work of the group, in person or by email, outside of our meetings at a time. Please respect this requirement.

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\* These guidelines are based on ones received from Carrie Johnson (12/2017). With minor changes, they have been used by the Pentagon City Task Force, the Potomac Yard Task Force, the Columbia Pike Streetspace Task Force, and the Arlington-Alexandria Four Mile Run Task Force.

