

VpAC Vibrio Rule Development

Meeting Working Agreements

All Participants

- Raise hand to speak
- Be Polite
- Be professional
- No name calling
- Talk into microphones or pass around microphone so all can hear
- Set achievable goals
- Consensus based recommendations
 - Hands up for agreement, hands down for disagreement
- Spend appropriate time on issues
- Turn in Issue Submittal Forms 2 weeks prior to meetings

DOH Staff

- Email reminders 1 week before each meeting
- Email materials 1 week before each meeting, to include:
 - Discussion materials for meeting
 - Information about new illnesses
 - Monitoring records
- Ensure link to rule page is working
- Set up Web-Ex meetings for those tele-conferencing
- Facilitator talk into a lapel microphone