

# **Rail Stakeholders Advisory Committee MEETING GUIDELINES**

## **PARTICIPANTS' ROLE**

- ✓ The consensus process is an opportunity to explore possibilities. Offering or exploring an idea does not necessarily imply support for it.
- ✓ Listen to understand. Seek a shared understanding even if you don't agree.
- ✓ Be focused and concise—balance participation & minimize repetition. Share the airtime.
- ✓ Look to the facilitator(s) to be recognized. Please raise your hand to speak.
- ✓ Speak one person at a time. Please don't interrupt each other.
- ✓ Focus on issues, not personalities. Avoid stereotyping or personal attacks.
- ✓ To the extent possible, offer options to address other's concerns, as well as your own.
- ✓ Represent and communicate with member's constituent group(s).

## **FACILITATORS' ROLE**

- ✓ Design and facilitate a participatory committee process.
- ✓ Assist participants to stay focused and on task.
- ✓ Assure that participants follow ground rules.
- ✓ Prepare agenda packets and provide meeting summary reports.

## **GUIDELINES FOR BRAINSTORMING**

- ✓ Speak when recognized by the Facilitator(s).
- ✓ Offer one idea per person without explanation.
- ✓ No comments, criticism, or discussion of other's ideas.
- ✓ Listen respectfully to other's ideas and opinions.
- ✓ Seek understanding and not agreement at this point in the discussion.

## **THE NAME STACKING PROCESS**

- ✓ Determines the speaking order.
- ✓ Participant raises hand or stands name tent on end to speak. Facilitator(s) will call on participants in turn.
- ✓ Facilitator(s) may interrupt the stack (change the speaking order) in order to promote discussion on a specific issue or, to balance participation and allow those who have not spoken on a issue an opportunity to do so before others on the list who have already spoken on the issue.

## **ACCEPTABILITY RANKING SCALE**

During the meetings, members will be asked to develop and rank options, and following discussions and refinements, may be asked to do additional rankings of the options if requested by members and staff. The rankings will be used to guide and focus committee discussions. Please be prepared to offer specific refinements or changes to address your reservations. The following scale will be utilized for the ranking exercises:

- 3= “I can support this as is” (from wholehearted agreement to I can live with this)**
- 2= “I can support this, but would like to see the following changes....”**
- 1= “I can not support this unless serious concern(s) are addressed as follows....”**