

## EARLY LEARNING ADVISORY COMMITTEE

### PROCESS and GROUND RULES FOR COMMITTEE DELIBERATIONS

- Members agree on a set of ground rules and on the intent to apply them to the committee's work.
  - Seek first to understand, then to be understood.
  - Stay focused.
  - Make statements, then invite questions.
  - Focus on interests, not positions.
  - Assume good intentions.
  - Share "air time" with all members.
  - Test assumptions and inferences.
  - Share relevant information.
  - Minimize use of acronyms.
  - Make decisions after full discourse. Fully support decisions by the group.
  - Share decisions, not certain discussions. Agree on what will be shared.
  
- In working through a committee position or decision, the committee will:
  - Use data and facts as much as possible to inform the group's thinking and deliberations.
  - Work within the inherent boundaries, timetable and structure of the FTF Board committee structure.
  - Provide sufficient time and opportunity for full (within reason) discourse, consensus-building and eventually decision-making.
  - Discuss new topic areas at one meeting, revisit that topic at the next one, and then if appropriate and reasonable, vote, come to consensus or delay the decision at that time.
  - Fully support the committee's decision once it is made.
  
- If a disagreement or conflict occurs, the individuals agree to speak directly with the appropriate party or, if necessary, bring it to the committee's attention. If needed the members may ask for assistance from the co-chairs for resolution.
  
- Members agree to put their individual and organizational interests aside and act in accordance with the First Things First value: "Children, birth through age five, and their families must be our central focus at all times".