

## **Ground Rules**

### **Child Welfare Transformation Design Committee**

1. All meetings will be open to the public and will be subject to the Washington State Open Public Meetings Act.
2. Meetings will start and end on time.
3. Meeting summaries will be prepared and distributed via email to all Transformation Design Committee (Committee) members in a timely manner. The summaries will also be posted on the project web site.
4. The Committee will operate by consensus. Consensus is defined here as two-thirds majority of all Committee members. Differences of opinion will be noted and included as part of the Committee's recommendations.
5. The Committee may, from time to time, take formal public testimony – at the discretion of the co-chairs. The Committee will also include time on its meeting agendas for questions or comments from the public.
6. Committee members are strongly encouraged to participate in every meeting to achieve continuity in discussions from one meeting to the next. Alternates will be allowed to represent Committee members on occasion. Only appointed members can participate in votes on formal Committee recommendations. If members cannot attend a meeting they will inform the project staff or one of the co-chairs.
7. If a committee member cannot attend a meeting and wishes to make a statement regarding an issue that is on the agenda for that meeting, he or she may provide the staff or the co-chairs a written statement, which will be read into the record when the issue is being considered by the committee members present.
8. Committee members will be able to vote in the following manner: 1) an email sent to one of the co-chairs prior to the meeting if unable to attend, 2) a vote at the meeting, or 3) an email sent to one of the co-chairs within 24 hours after the meeting if unable to attend or need to leave early.
9. The Committee is comprised of people with a variety of perspectives and interests. Differences of opinion are to be expected and will be respected by the Committee and its members. Committee discussions will be characterized by careful deliberation and civility.
10. Any questions from the media regarding the status of the Committee's work will be directed to the co-chairs. The co-chairs will represent the Committee in discussions with the media. Any member may speak to the media regarding issues before the Committee, provided s/he speaks only for her or himself. Members are encouraged to let the process reach its conclusion before discussing potential strategies or recommendations.

11. Meeting materials will be sent via email to Committee members in advance whenever possible. Any handouts will be emailed to Committee members who were not present.
12. Information and/or data requests from Committee members are to go through the co-chairs (or chairs of subcommittees). All requests must be in writing with a contact listed. If multiple requests are pending, the chairs/co-chairs will prioritize which requests are worked on first and notify the contact if there will be any delay.
13. Each member will work hard to understand any issue or concern raised by their organization and will communicate those issues in a timely fashion to the full Committee.