

***Ground Rules***  
***February 14, 2007***

***Aurora Business and Community Team***  
***Aurora Corridor Project (N 165th Street to N 205th Street)***

*Each of you have an interest in the Aurora Corridor Project and will want to participate in each discussion. To help facilitate the discussions so that everyone is able to fully participate, it is helpful to have ground rules.*

1. This is one of several public outreach processes. Your role in the Aurora Business and Community Team is to provide staff with feedback, advice and to act as a sounding board.
2. It is important that members make every effort to attend all meetings. A member may not have an “alternate” attend.
3. We are all equal participants.
4. The facilitators will manage the discussion, and as managers of the discussion, they may intervene to keep the conversation on track, task, and time.
5. We will be honest, open, and will critique without personal criticism.
6. We will not interrupt others when they have the floor.
7. No small group of people will dominate the discussion.
8. We will stick to the topic under discussion; new topics will be placed in a “parking lot.”
9. Team meetings will start promptly and end on time.
10. Participants are encouraged to keep an open mind and to share information.
11. All participants are encouraged to participate and to help enforce the ground rules.
12. Meetings are open meetings and guests are welcome. To respect team members’ time, guests will be given the opportunity to speak at the end of ABC Team meetings.
13. Participants are encouraged to share information with staff if they are unable to attend meetings. Staff in turn will share this information with the team.
14. Discipline reports and technical papers: It is appropriate to challenge results and ask for clarification of ideas within the environmental analysis. However, the technical analysis/data cannot be changed by the team or staff.