# Agricultural Advisory Committee – Rules of the Meeting

## Purpose

To ensure all members are heard, meetings remain focused, and the Committee operates efficiently and respectfully.

## Ground Rules for Conduct

* One Voice at a Time – Members will not speak over one another. The Chair (or facilitator) will recognize speakers.
* Raise Hand/Request to Speak – In-person or virtual participants should raise their hand (or use the platform’s “raise hand” feature) to be recognized.
* Stay on Topic – Keep remarks focused on the agenda item. Side issues may be noted for follow-up outside the meeting.
* Respect Time Limits – Members should be concise; the Chair may set time limits on individual comments if needed to ensure everyone has an opportunity to participate.
* Respectful Discourse – Disagreement is expected; disrespect is not. Critique ideas, not individuals.
* Active Listening – Listen fully before responding. Avoid interrupting or holding side conversations.

## Chair’s Role in Facilitation

* Maintain order and fairness in discussion.
* Call on members in the order they indicate interest in speaking.
* Ensure all voices, including quieter members, are invited to contribute.
* Keep discussions moving toward decision or resolution.

## Decision-Making

* Strive for consensus whenever possible.
* When consensus cannot be reached, decisions will follow the voting procedures outlined in the bylaws.
* The Chair will clearly restate motions, decisions, and next steps for the record.

## Public Comment

* Public comment is welcome during the designated agenda time.
* Members of the public must follow the same ground rules (one speaker at a time, stay on topic, respectful).

## Accountability

* Members commit to modeling professional and respectful conduct.
* Repeated violation of meeting rules may result in the Chair calling a recess or, if necessary, removal from discussion.