

Kellogg Middle School
Design Advisory Group

Expectations Regarding Committee Member Behavior

- Make every effort to attend every meeting, to arrive on time, and to be prepared.
- If you know you must be absent, advise the committee support staff in advance.
- Do not criticize board members, staff members, other committee members, or any citizen in public. Letters and e-mails to any district personnel or elected official is a public document.
- Speak when recognized by the facilitator. Don't interrupt or engage in side conversations when another committee member is speaking.
- Be brief and to the point.
- Say what you mean and mean what you say: no political speeches; don't posture or grandstand.
- Clearly explain how you came to your position on a subject and how it serves the public interest.
- Share credit generously. Spread opportunities to get positive recognition.
- Support the legitimacy of committee outcomes, even those you don't agree with. When a decision is made, move on.
- Outside of committee meetings, members must be crystal clear whether they are speaking as an individual or have been recognized by the committee to speak on their behalf.
- Respect the different styles of fellow committee members.
- Be open to changing your mind based on new information.
- Take personal responsibility for encouraging respectful behavior among your fellow committee members.
- Recognize that you are seen as committee members at all times during the process, no matter how you may see yourself.
- Whenever you put anything in writing, assume that everyone in the city is looking over your shoulder.
- Everyone does not have to weigh in on every question. Sometimes it's OK to just be present.
- Affirm the dignity and worth of the services rendered by Portland Public Schools and maintain a constructive, creative and practical attitude toward PPS affairs and a deep sense of social responsibility as committee members.

- Recognize that the chief function of PPS at all times is to serve the best interest of all its students.
- Refrain from activities which undermine public confidence.
- Be respectful of all people at all times.

Violation of these committee rules of conduct will result first in a written warning and may ultimately result in removal from the committee.