

## Infrastructure Equity Policy Expert Group Ground Rules

*Reflects changes from the July 11, 2012, IE PEG meeting*

To promote robust and courteous exchanges of ideas and the inclusion of all members in discussions, the following Ground Rules are proposed for IE PEG meetings:

1. **Equal Footing:** Each person's contribution matters. There is no hierarchy among PEG members.
2. **Preparation:** Please read the agenda package materials before the meeting and come prepared to dive in.
3. **On topic and on time:** To ensure consideration of all agenda items, please focus your comments on the agenda item and topics under consideration and keep in mind the time allotted for them.
4. **Decisions:** The purpose of meeting is to surface and explore as a group many different sides of issues and, on occasion, to sample the level of agreement about key items. It is not necessary for the group to reach agreement.
5. **Step Up and Step Back:** If you are normally more of a listener than a talker, please make an effort to speak up and offer your thoughts from time to time. If you are more of a talker, please consider stepping back and letting others speak before you jump in.
6. **One at a Time:** To ensure that everyone's ideas are heard, only one person should speak at a time (unless you are working in small groups). **When speaking, please turn your name plate on end to identify that you are the one talking at present. If you would like to be recognized to speak, please turn your name plate on end, and the facilitator will call on you.**
7. **Cell phones:** Please turn off your cell phone before the meeting. If you need to keep it on, please turn off the ringtone.
8. **Green Meetings:** To the extent possible, try to limit the amount of paper you use. **You are encouraged to bring your laptop or tablet with you; meeting rooms are Wi-Fi enabled.**
9. **Outreach to Your Constituency:** You are welcome to solicit the ideas and feedback of your constituency (however you define it) regarding the topics taken up by the IE PEG.
10. **Submitting Items to Share:** If you have materials that you would like to share with other IE PEG members and staff, please submit them electronically to your facilitator for inclusion on the IE PEG website.
11. **Website Postings:** The facilitator will notify members via e-mail when a significant new posting to the website occurs.