

Smith County Comprehensive Cancer Coalition Meeting Guidelines



The following guidelines are to assist in keeping meetings on time and flowing:

- 1) Begin on time
- 2) Speak loudly enough for everyone to hear.
- 3) Please, no sidebar discussions. This is distracting to presenters and flow of meeting
- 4) Immediately following group introductions have any guest presentations delivered so that they are assured enough time to deliver programming and can leave if necessary after their presentation. (time limit: 30 minutes including question and answers)
- 5) Keep comments short. Limit time for announcements to assure everyone has chance to address group.
- 6) Due to the nature of the agencies forming the group – limiting the discussion to **SMITH COUNTY** needs. (If programming is rolling over into other areas – table the discussion and meet after the SCCCC meeting to discuss.)
- 7) Be respectful of others. If you do not agree with message, address in a polite manner. Agree to disagree. ☺
- 8) Allow everyone a chance to speak
- 9) Sub-committees – volunteer to participate.
- 10) Adjourn on time. (Everyone's favorite ☺)