

Cross Connection Advisory Board
Meeting Guidelines
Adopted May 27, 2005

General:

- Start and end meetings on time.
Two-hour meetings, held quarterly, with specific time allotted to each agenda item to ensure coverage of all topics.
- Plan to attend every meeting¹
If you can't attend a meeting, contact the Chair or staff to be excused and make arrangements to understand the work addressed at the meeting.
Telephone participation will be allowed and accepted as meeting the attendance requirements.
You cannot send a substitute in your place, but any person can participate as a public attendee and gather information for you (this person would not have Board voting rights).
- Be prepared for the meetings, participate, listen, seek advice, learn, share all available information before making a judgment.
Demonstrate openness to new ideas and alternative solutions.
- Be respectful of each other.
- Remember that your primary responsibility is to the public with the good of any particular profession, industry or special interest group as secondary.
- Recognize the board must operate in a public and open manner.
- The authority to act is granted to the board as a whole, not to individual members.
Advisory Boards do not have final authority to make or enforce rules, but their advice to decision makers contributes to effective changes in state government.

¹ORS 182.010 states that a board member with two successive unexcused absences "shall forfeit his or her office unless prevented from attending" for a reasonable cause.