

Behavioral Health Advisory Council (BHAC) meeting expectations

Revised 11/2/2023

- Show up as your authentic self and bring your best.
- **Demonstrate value and respect** for the time and participation of others:
 - Begin every conversation with acknowledgement that we are all fellow humans.
 - Stay on topic.
 - Try to be concise and to the point.
 - Encourage everyone to speak their truth.
 - Listen to all points of view, with the intention of genuine understanding (not merely for the purpose of responding)
 - Recognize that all viewpoints are valuable and relevant, even when they differ or may not agree.
 - Be respectful and kind, including (perhaps especially) in hard conversations.
 - Avoid graphic depictions of violence or self-harm whenever possible. If unavoidable, and you intend to speak about traumatic events that include any type of violence or self-harm, please give a trigger warning before you begin, and allow a few moments for people to step out if they would like to before you begin.
 - We will use Robert' s Rules of Order to conduct council business.
- Be cognizant of maintaining meeting flow and moving through the agenda. We recognize that sometimes conversations get captivating and want to always hold space for meaningful dialog, while also being respectful to those who are scheduled to present.
- For non-member meeting attendees:
 - This is a public meeting, and we welcome your comments and feedback. We will create space within each meeting for public comment. To maintain meeting flow and ensure we accomplish all agenda items, we ask that non-members please reserve your questions/comments until the designated public comment time.
 - The one exception to this is during roundtable updates, in which we welcome you to make a brief introduction of yourself to the council, along with all other attendees.
 - Non-members may not participate in voting activities related to council business.
 - As a guest of the council, it is our expectation that you will help us maintain order and workflow by familiarizing yourself with and following these guidelines. We are glad you're here!
 - If you'd like to learn more about becoming a member or submit an application, please [reach out to the BHAC coordinator](#) or an executive team member.
- All meeting materials, including those from speakers and presenters, will be distributed at least three business days before a meeting.
- Come prepared:
 - Acknowledge whatever lenses you bring, whether they are communicated or not.
 - If you need accommodations, please notify the BHAC Coordinator and/or Executive Team prior to the meeting.
 - Be familiar with the agenda and objectives.
 - Review all meeting materials prior to the meeting
 - Read or gather background information ahead of time
 - Have action items assigned to you at prior meetings completed.
- Every council member does their part, including participation in meetings, subcommittees or on special projects.
- Be accountable.

- If you commit to doing something—do it. Be accountable and responsible for the council and to the council.
- Be communicative.
 - If you can't meet a commitment due to a change in circumstances, it will not be viewed negatively. Simply let the appropriate person know promptly.
 - Be on time and stay for the entire meeting. All agenda items are important, and we need to maintain a quorum. If you need to leave early, please let the council know so if there are items that need quorum they can be addressed.
- We commit to respectfully hold each other accountable for meeting these expectations.