
Important Questions for a Collaborative Process

1. What does membership mean? (Will people represent their organizations, or participate as individuals?)
2. What is expected of members (attendance at meetings, compliance with code of conduct, vetting ideas with their constituency)?
3. What is the responsibility of members who miss meetings? What happens if decisions are made in a member's absence? What is the responsibility of a member to their alternate and of alternates to the primary group member?
4. Does the group want to place restraints on participant activities outside the table (talking to the media, for example)?
5. How will group decisions be made? (Consensus, vote)
6. Who is allowed to speak at meetings (members of the group only, or public attendees)?
7. How will comments from observers be received? (During meeting, after discussions at end of meeting, by invitation)
8. If committees are established, may non-members participate? Is consistent participation expected, or are committee meetings open to whoever would like to attend?
9. Will committees make recommendations to the full group? If so, is consensus among committee members required before the recommendation goes forward?
10. How will the group measure its success?