

Missouri Panel on School Readiness – Focus on Pre-Kindergarten Education Guiding Principles for Working Together

MEETING EXPECTATIONS

- Members are expected to attend all meetings for their full duration.
 - Should a member miss a meeting, the Chair will contact him or her to discuss.
 - Members will inform the Pre-K Panel Facilitator when they will be absent.
- A member may, if he or she chooses, indicate that a particular opinion being expressed represents the point of view of their organization.
- Only appointed members participate in Pre-K Panel deliberations during scheduled meetings.
 - Appointed members may send representatives as observers in their absence.
- Meeting notes will be kept by the Pre-K Panel staff.
- Staff will make documents that can support the deliberative process available in a timely fashion.

EXPECTATION REGARDING MEMBER PARTICIPATION

- Keep the well-being of Missouri's young children at the forefront of decision making
- Maintain an open mind.
- Listen actively.
- Encourage and respect diverse points of view.
- Question assumptions thoughtfully.
- Encourage innovative thinking in order to develop future-oriented recommendations.
- Offer solutions – not judgments.
- Cell phone ringers should be muted/placed on vibrate.

HOW DECISIONS GET MADE

- Decisions will be made by consensus to the greatest extent possible.
 - To the extent possible, the Pre-K Panel will be self-governing.
 - Sufficient time will be provided for dissenting views to be expressed. The Chair maintains the right to close debate in order to ensure progress toward established meeting outcomes.

- When consensus does not appear to be possible:
 - Members may call for a vote.
 - A quorum (50% of the membership) must be present for decisions to be made.
 - Decisions will be determined by a 2/3 votes of those present and voting.
 - The final vote on recommendations will be noted.

- Final recommendations may include authored dissenting opinions.

- Pre-K Panel members must be present to vote.