EA Bylaws Review Committee
COMMITTEE GUIDELINES

1. Our committee & its work are guided by EA principles and the EA Administrative Concepts.

2. Our meetings will open & close with the Serenity Prayer

3. A majority of committee members must be present in order to make decisions

4. Come to each meeting on time and with a positive attitude

5. Treat all meeting participants with the same respect you would want from them

6. Talk <u>one at a time</u>; this is especially important on conference calls

7. Be patient when listening to others & try not to interrupt

8. Listen with an open mind; seek first to understand, then to be understood

9. Stay on the topic or agenda item being discussed

10. After a topic or agenda item has been fully discussed, do not return to the same subject

11. Respect each other's thinking and value everyone's contributions

12. Disagree without being disagreeable; respectfully challenge the idea, not the person

13. If you raise a problem or disagree with a proposal, try to offer a solution

14. Our committee's goal is consensus, however disputes will be resolved by a simple majority vote of those present

15. One committee member will keep meeting notes which will be sent to committee members for review, comment, and approval as soon as practicable after each meeting

16. Once meeting notes have been approved by a majority of those who attended the meeting, they will be published to the entire EA fellowship

17. Except in unusual circumstances where confidentiality is at issue, emails between committee members should be addressed to <u>all</u> committee members and responses should be <u>reply all</u> to keep everyone up to date

18. Except where unusual circumstances make it impracticable, all documents produced and edited by committee members should be shared in Microsoft Word format (i.e., ***.docx*** extension; Word 2007 & later [Windows] or Word 2008 & later [macOS]).

19. No member of this committee shall speak for the committee as a whole. After approval of minutes, the committee's minutes will be available to the fellowship on the EA website and by email blasts as appropriate.