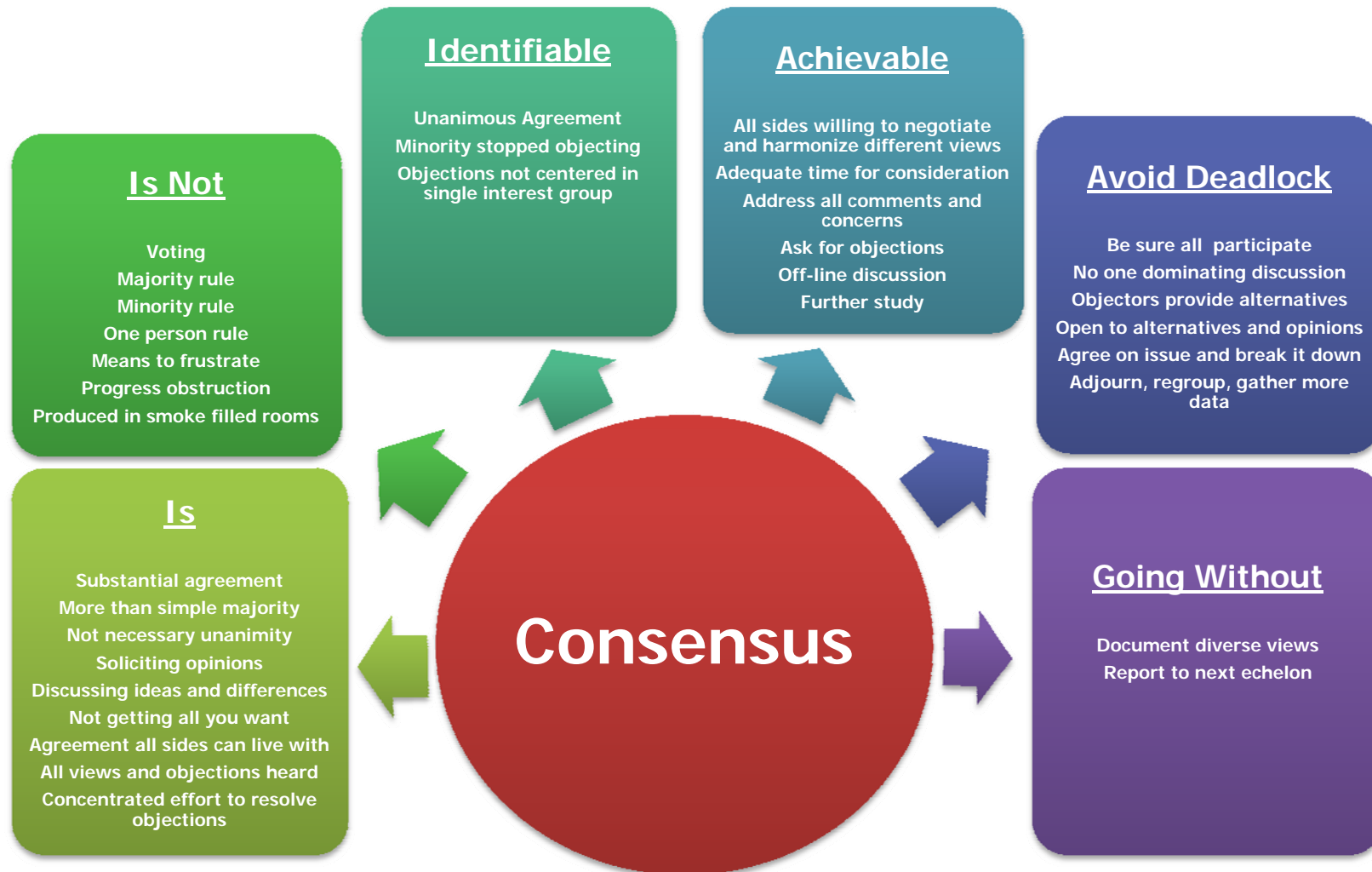


Standards and Guidelines

Consensus Components



Playing a Part in Achieving Consensus

Committee Leadership

- Exercise neutrality
- Keep group on track
- Know when to move from one stage to the next
- Manage disruption and maintain control
- Control aggressive members so they don't dominate
- Don't rule out conflicting opinions
- Get problem participants to offer solutions
- Encourage participation
- Periodically summarize the discussion

Committee Members

- Keep an open mind
- Speak up and express ideas
- Have a positive attitude
- Criticize ideas not personalities
- Offer alternative solutions
- Be honest
- Be supportive
- Participate