commitment

Make the committee a priority if you are going to be a member.

Ensure you understand the committee's mandate and terms of reference.

Commit to attend meetings regularly and to take the time needed to prepare and participate in the work of the committee.

Preparation

Go over the agenda and materials before each meeting.

Note questions or concerns, research information you might need, and/or talk to your colleagues prior to the meeting, as needed.

Become familiar with Robert's Rules (link to cheat sheet Members of Senate standing committees also should be familiar with the Rules for the Conduct of Business on Senate standing committees.

Participation

Meeting etiquette

Turn off your phone or set it to vibrate. Take any calls outside the room.

Be respectful of others' points of view. Challenge positions, not people. Don't interrupt or belittle others, even if you disagree.

Avoid side conversations and activities such as reading or writing emails which are disrespectful and distracting to the chair and other participants.