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**General Guidelines for CAB Meetings**

* Hold a CAB meeting at least once per quarter; most CABs meet monthly.

* Allow room for committees to empower all CAB members to engage with projects and act as leaders.
* Start and end the meeting on time.

* The CAB chairperson should run the meeting by following the agenda and ensuring the CAB is making consensus decisions.

* Encourage participation by all members. The meeting rules should clearly set the tone for businesslike and courteous meetings that allow for participation by all members without letting a discussion get out of control.

* Respect each other by having one person speak at a time, not allowing interruptions, making sure everyone has a chance to speak before a decision is made, and asking someone to summarize the discussions.

* Remain unbiased when voting, come to a consensus decision, and support decisions after the meeting ends.

* Adapt these guidelines according to your CAB’s needs.

* Realize that the meetings are a direct reflection of how well the CAB operates. Develop group agreements to set ground rules for how the meetings function (see information below on group agreements).