

# RIO Task Force Operating Principles Revised

Meeting 4: August 13, 2025

# Task Force Operating Principles: How We Work Together

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**Definition:** Operating principles are the guidelines or agreements that define ***how the team works together***. They outline the behaviors, communication norms, and decision-making practices that support effective collaboration. These principles help build trust, ensure accountability, and **create a shared understanding of expectations** – especially important in collaborative groups.

Operating principles are not the way (goals or deliverables), but the how (values-in-action) of team functioning.

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## 1) We treat each other with respect

→ We value diverse perspectives and respectfully engage with one another

## 2) We hold ourselves and each other accountable

→ We follow through on commitments and take responsibility for our actions and outcomes

## 3) We start and end meetings on time (within two hours) with clear outcomes

→ We are disciplined with our time and ensure each meeting produces concrete next steps

## 4) We engage with other Town boards as appropriate (e.g., Planning Board)

→ We collaborate and coordinate across relevant bodies to align on priorities and decisions

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## 5) We seek broad consensus

→ Any recommendation put forward by the group must be approved by at least two-thirds of members

## 6) We communicate proactively and directly

→ We surface issues early, give timely feedback, and speak to people—not about them

## 7) We hold our meetings in public

→ Transparency is essential; all meetings are open to the public to observe our process and deliberations

## 8) Include dissenting opinions in the final recommendation

→ If there any dissenting opinions on the final recommendation, those opinions will be noted in the recommendation

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## 9) Task Force Must be Present to Vote on Final Recommendation

→ Task Force members must be present to vote on the final recommendation. If the meeting is hybrid, being present includes members both physically present and those attending via Zoom.