

MassHealth Member Advisory Committee (MAC)

Meeting Guidelines

Overview

These Meeting Guidelines document expectations for how individuals will interact with each other in MAC meetings. They were developed by MAC members to help create a safe and welcoming place for all members and participants to share their experiences, priorities, and ideas. These Meeting Guidelines are flexible and may be updated at any time to ensure they address the needs of MAC members.

We Prepare for Productive Meetings

- We provide the information and support needed for all to engage.
- We read materials in advance and come prepared to meetings.
- We start and end meetings on time.
- We limit outside distractions.

We Communicate Clearly

- We avoid jargon and acronyms (or spell them out first).
- We actively listen and share our thoughts while also leaving time for others' ideas.
- We stick to meeting agendas and try to stay on topic to best use our time together.
- We use the "Parking Lot" to record topics that cannot be covered in the moment.

We build community

- We take time to get to know one another as people.
- We ensure space for breaks and take breaks when needed.
- We protect everyone's personal information and shared experiences.
- We prioritize our shared vision of the MAC.

We Interact Respectfully

- We assume positive intent.
- We are respectful of others, even when we disagree.
- We respect others' choices about sharing personal experiences or information.
- We support one another to step away when needed.