

## Guidelines for Managing Working Group Membership

In instances where a working group member is negatively impacting the workflow of the group or repeatedly disregards the ground rules as established at the group's commencement, the Community Policy Working Group Coordinator, as designated by the Department, should first privately counsel the working group member and, if problematic behavior persists, individual's membership in the group can be rescinded.

Some examples of behavior that may undermine the progress of a working group include:

1. **Dominating debates or discussions:** An individual or group of individuals dominates discussions and, whether intentionally or not, intimidates other working group members from fully participating in the working group. If left unchecked, dominating behavior reduces psychological safety and thus contradicts the department's goal of engaging with a wide array of stakeholder voices.
2. **Lack of participation/non-contributor:** As volunteers, working group members cannot be reasonably expected to attend every scheduled meeting. On the other hand, frequent absences disrupt proceedings, reduce the group's coherence, and often impede progress toward the fulfilment of the group mandate. If a member misses three consecutive meetings in a row without prior notification to the Community Policy Working Group Coordinator, the individual may be removed from the group.
3. **Lack of preparation:** This individual does not review meeting materials, does assigned homework, and comes to meetings unprepared and meeting time is used to get this person up to speed. The Community Policy Working Group Coordinator, under the direction of an Executive Sponsor, may wish to gauge the working group member's level of interest in continuing participation in the working group.
4. **Fails to respect group dynamic or process:** This individual repeatedly does not adhere to established protocols, uses their position in the group to further their own personal interests in department operations that are outside of the scope of the group, or continually makes rude comments or interrupts other group members.

In each of these cases, the Community Policy Working Group Coordinator, under the direction of an Executive Sponsor, should arrange to meet with the individual, away from the working group, to discuss the problematic behaviors. Remind the person of their roles and responsibilities and the overall goal of the working group. Try to find out reasons for the issue and discuss resolutions. Follow-up with an email confirming their commitment to move forward within the scope of the working group activities. If the behavior persists, the Executive Sponsor should evaluate whether to remove the

working group member or reassign them to a group that aligns better with their interests and instruct the Community Policy Working Group Coordinator accordingly.

Finally, while each working group member offers a unique perspective and lived experience that's critical to successful development of Department's policies, it should be noted that all working group members have equal member privileges regarding access to information pertaining to the working group and ability to voice their opinions.