

Procedural Ground Rules for Meetings

- Listen without interruption
- Listen for understanding
- Participate fully and allow and encourage others to participate.
 - Be as open and honest as you can
 - State your opinion once (until others have an opportunity)
 - Respect all opinions
 - Silence = Agreement
- Treat others with respect as colleagues:
 - Hard on problems/Soft on people
 - Disagree without being disagreeable
(No blaming, name calling, or personal attacks)
 - Work together to find mutually beneficial solutions
(It is not enough to say “no”; offer alternatives)
- Stay on task and on time
- Avoid side conversations
- Place cell phones on vibrate mode
- Maintain a sense of humor