



Ground Rules for an Effective Meeting

- Start / end the meeting on time
- Check egos and titles at the door
- Stay on task; no side conversations
- Listen to others and don't interrupt
- Accept the fact that there will be differences of opinion
- Disagree without being disagreeable
- Everyone participates, no one dominates
- Success depends on participation – share ideas, ask questions, draw others out
- Show mutual respect
- We will honor brainstorming without being attached to our own viewpoint
- Be intrigued by the differences you hear
- Speak your truth, without blame or judgment
- Attack the problem, not the person- "no blame game"
- Share your experience (not others)
- Speak honestly
- Be free to speak minds without fear of reprisal
- Make decisions based on clear information
- Operate on consensus – seek general agreements all can “live with”
- Bring closure to decisions
- Committee members will support committee recommendations
- Let go of the outcome
- Agree on what information goes “out” and what stays in the group
- Identify pending issues and agreements at end of meeting
- Identify actions that result from decisions

Meeting Expectations:

- We will follow an agenda
- Members will read materials, minutes etc. and be prepared to discuss at meetings
- Members will do their homework assignments
- Use Meeting Summaries