

Suggested Sample Ground Rules for Meeting Operation

Each committee should develop/review a list of ground rules at the beginning of each year. The list below provides sample ground rules that various committees have used.

Your committee may wish to incorporate some of these or develop new ones.

- Start/end our meetings on time
- Members will read materials, minutes etc. and be prepared to discuss at meetings
- Stay on task and keep focused on the committee's charge during discussions (please avoid side conversations)
- Listen to others and don't interrupt
- We will follow an agenda
- Operate on consensus - seek general agreements all can "live with"
- Make decisions based on clear information
- Bring closure to decisions
- Identify actions that result from decisions
- Committee members will support committee recommendations
- Agree on what information goes "out" and what stays in the group
- Accept the fact that there will be differences of opinion
- Show mutual respect
- We will honor brainstorming without being attached to our own viewpoint
- We will keep our own notes of the meetings
- Use meeting summaries (includes agenda items & minutes)
- Check egos at the door
- Attack the problem, not the person- "no blame game"
- Share time so that all can participate
- People will speak when recognized
- Be free to speak minds without fear or reprisal
- Don't attribute ideas to individuals (you are a team)
- Identify pending issues and agreements at end of meeting

(Remember: This is your chance to either be part of the problem, or part of the solution!)