

## Ground rules



Every group should set ground rules to help lay a common foundation of expected behavior whenever the members are together. Ground rules allow the work of the group to progress more easily. The following simple examples can be used, but groups should collaborate when setting their own. Post the rules or review at every meeting.

- **Arrive on time** and be prepared for the meeting. Read necessary documents or prepare reports for which you are responsible.
- **Listen with respect** and appreciation to all ideas.
- **Allow friendly disagreement** if it occurs.
- **Disagree, but don't be disagreeable.**
- **Don't engage** in "sidebar" discussions.
- **Speak only for yourself** and let others speak for themselves.
- **Bring any conflict into the open** and deal with it.
- **Don't ignore** seriously intended contributions.
- **Give others** an opportunity to speak.
- **Speak freely** and participate when you have an opinion to share.
- **Make decisions openly.**
- **No question is a dumb question.**
- **Stay on task** with the purpose for the meeting and/or discussion.
- **Turn cell phones and pagers** to vibrate mode or off during the meeting.