

MEETING GROUND RULES



PREPARE

Come prepared having reviewed materials

Call ahead with technical or clarifying questions

Arrive on time & stay to the end

PARTICIPATE

Listen to others without interrupting

Show courtesy & respect – no side discussions

Respect the time allocated to agenda items

Listen to all facts without preconceived opinions

DISCUSS

Speak only when recognized by the chair

Everyone speaks once before others speak again

Don't repeat what has already been said

Don't feel you have to speak to an item

Disagree with ideas, not people

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