

Sample Meeting Ground Rules

- We participate as equals with shared responsibility for the outcomes.
- We communicate openly, honestly, and respectfully.
- We listen as allies, with respect to sensitive issues.
- We stick to the agenda.
- We have no hidden disagreements or questions. If we disagree, we do so with grace and tact.
- We help each other learn.

How to use meeting ground rules:

- ✓ Share with all participants either as a handout, listed on the agenda, or posted in the meeting room.
- ✓ Review the ground rules at the start of the meeting during the review of the agenda.
- ✓ Check for understanding by asking: Is there a need for clarification of the ground rules?
- ✓ Inquire for completeness: Are there ground rules you would like to include that aren't listed?
 - If so, list them.
- ✓ Ask for agreement: Can we all agree to abide by these ground rules in our work today?
 - If not, request changes to make it agreeable to all.
 - Work cannot commence until all participants can agree to work within the same constraints.
 - When there is agreement, commence with the agenda.

