



## MEETING GROUND RULES

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### *FOR MEMBERS:*

- Commit to attend all scheduled meetings to the extent possible, and participate in discussions and activities. If unable to attend, members will send a representative.
- Members may be replaced if they are deemed unable to fulfill the duties of a member.
- Have an open mind. We are convening to understand everyone's point of view, test assumptions, and move forward as a team. Seek first to understand, not to be understood.
- Manage your own input. The Task Force is a place for discussion, not monologues and debates. Be clear and concise in your reasoning and intent.
- Be respectful of others by practicing active listening; do not interrupt other participants or carry on with side conversations.
- Cell phones should be on silent or vibrate. If you must take urgent calls, take your conversation outside the meeting space.
- Members will complete tasks they have committed to and keep the Task Force up to date with their progress.
- Make decisions by consensus. Members will jointly design next steps, and support group decisions and actions.
- Hold each other accountable. Agree that everyone is responsible for helping each other use the ground rules.
- Build the best team process. Ask to revisit and improve the ground rules at any time.

### *FOR MEETING LEADERS:*

- Commit to attend all scheduled meetings to the extent possible. If unable to attend, meeting leaders will send a representative.
- Leaders may be replaced if they are deemed unable to fulfill the duties of a leader.
- Prepare meeting space and ensure members have necessary materials.
- Provide ample notice of scheduled meetings and track attendance.
- Follow the established agenda, take notes during meetings, and share notes with members no more than one week after the meeting.
- Respect everyone's time. Start and end meetings on time. Do not monopolize discussions or inhibit members from taking the time they need to share their perspective.
- Communicate with respect, and promote clarity and inclusion.
- Facilitate small breakout group discussions, and record notes and action items.
- Maintain a positive group atmosphere where all members are free to state their views and ask genuine questions.
- Review action and assignment items at the end of the meeting, time permitting.
- Review meeting questionnaires and evaluations. Improve the meeting process accordingly.