

SAMPLE GROUP COMMUNICATION MEETING GUIDELINES

Preparation

- Prepare agenda and provide materials in advance of the meeting
- Read agenda and materials before the meeting
- Be prepared to engage in discussion at meetings
- Confirm start/end times

Engagement

- Demonstrate understanding (especially for viewpoints different than your own)
- Share air time (everyone has an equal voice, not the vocal few)
- No sidebar conversations/no talking while others are speaking
- No note passing
- Avoid interruptions/let people finish
- Show respect (identify disrespectful behaviors, e.g. eye rolling or sighing to show disagreement)
- Stay engaged/silence is interpreted as agreement
- No texting or emailing during meetings
- Speak when recognized by the facilitator/one person speaks at a time
- Attack the problem, not the person
- Stay on topic/follow the agenda
- Identify and articulate assumptions
- Provide problem-solving ideas/if you have a critique, propose a solution or an alternative
- Identify what works well before addressing what could be done differently
- Use “I” statements
- Be curious: Ask questions to improve your understanding, not to attack
- If a question is asked, provide an opportunity to answer

Decision-Making & Follow Through

- Make decisions based on clear and complete information
- Bring closure to decisions
- Identify action items that result from decisions
- Operate on consensus – general consent/something you can “live with”
- Group members will support group recommendations
- Agree what information goes out of the room and what stays within the group
- Identify pending issues that require further discussion, agreements, and action items at the end of each meeting

Others (insert)