

Resource Solutions

GROUND RULES for Effective Meetings



Pick and choose from the following list to compile ground rules that will work best for your group meetings.

1. The participation and perspective of every member will be valued and encouraged.
2. We will search for creative solutions that serve our own interests as well as the interests of others.
3. Everyone who participates needs to be “solution oriented.” We are each responsible for the progress, success, and quality of this group’s work.
4. We commit to listening with respect to each other, to recognizing the legitimacy of everyone’s concerns and feelings about topics, to asking questions for clarification, and to making statements that attempt to educate or explain. We commit to no personal attacks directed at individuals and/or organizations.
5. We commit to giving the same priority to solving the problems of others as we would to our own problems.
6. We will recognize a lack of information when it exists, and seek to address “unknowns” through further information gathering or adaptive management.
7. A _____ decision making process will be used, (i.e. consensus, majority vote, unanimity, etc.).
8. Attendance at each meeting is expected. Members who miss more than two unexcused consecutive meetings, or three meetings in a year, may have their participation rights revoked. Members are encouraged to send an alternative representative if they are unable to attend a meeting. These alternate members are expected to be pre-briefed on the issues under consideration.
9. It is the responsibility of each member to inform those they represent about issues, progress, and decisions so that those organizations stay well-informed.
10. Members are expected to carry out assignments on schedule.
11. We agree that interested observers can attend meetings. However, only written input from non-participants will be accepted and considered by the group.
12. Members are expected to respect and support the integrity of this collaborative process outside the meeting room. No participant will attribute suggestions, comments, or ideas of another participant to the news media or non-participants. Members speaking as individuals must specify this when speaking to the media. Participants agree that all official communications representing this collaborative process with the news media will be the responsibility of _____ (name), unless other arrangements are specifically made.
13. If these ground rules are not being met by the participant, the group reserves the right to request a replacement member from a specific organization.
14. If you hear a rumor, call the facilitator before acting on it.
15. We will strive to balance what we want for ourselves with what we think is best for the project.
16. Anyone may leave this process, but will tell the entire planning group why, if withdrawal is due to a group problem.
17. We reserve the right to gently correct each other for perceived ground rules violations.