

# **Ground Rules for Meetings**

## **1. Show up on time and come prepared**

Be prompt in arriving at the meeting and in returning from breaks.

Be prepared to contribute to achieving the meeting goals.

## **2. Stay mentally and physically present**

Be present, and don't attend non-meeting business.

Talk one at a time, waiting to be recognized by the chairperson.

Limit side conversations.

Turn cell phones off or to vibrate only. If it's an urgent call take it outside.

## **3. Let everyone participate**

Share time so that all can participate.

Be patient when listening to others speak and do not interrupt them.

Respect and value all contributions.

Wait to be acknowledged by the chairperson before talking. The Sergeant at Arms or Vice President will enforce the Ground Rules for meetings and Code of Conduct.

## **4. Listen with an open mind**

Appreciate the value of differing opinions.

Stay open to new ways of doing things.

It's OK to disagree, respectfully and openly, and without being disrespectful.

## **5. Attack the problem, not the person**

Respectfully challenge the idea, not the person.

Honest and constructive discussions are necessary to get the best results.

Address any concerns about the discussion or the meeting with the Chairperson. It is the Chairperson's job to bring the meeting to order.

Remember that we are in this club to promote and protect the Golden Retriever breed. Staying united in our goals is of the utmost importance.

The purpose of these guidelines is to facilitate the productivity of our meetings, not to be punitive.