

MEETING GROUND RULES

Adopted by the Wahkiakum MRC Board on 1/28/2013

In order to ensure that the MRC board meeting discussions and deliberations are efficient, productive, and civil, the board and those present at the meetings agree to abide by the following discussion ground rules. The board grants the neutral convener and/or Chair permission to remind the board of these ground rules when needed.

Be Respectful

- One person speaks at a time; listen when others are speaking; avoid interrupting and side conversations.
- Keep comments brief so everyone gets a chance to share their thoughts and don't repeat or rephrase what others have already said. Avoid dominating the discussion.
- Hear and respect minority opinions.
- Silence cell phones and refrain from using laptops during the meeting, except to take notes or minutes.

Be Constructive

- Acknowledge that all participants bring with them legitimate purposes, goals, concerns and interests, whether or not you are in agreement with them.
- Act in "good faith", seeking to resolve conflicts and identify solutions. Come with the sense that this is a gathering of bright minds working toward a common goal.
- State concerns and interests clearly, listen carefully to and assume the best in others. Leave negative assumptions and attitudes at the door.
- Share comments that are solution focused rather than repeating past discussions.
- It is **OK** to disagree but it is **not OK** to make personal attacks or slanderous statements.
- Minimize the use of jargon and acronyms, define and explain when used.
- Work towards consensus. Be willing to compromise.
- Ask for clarification when uncertain of what another person is saying. Ask questions rather than make assumptions.

Be Productive

- Begin and end meetings on time.
- Respect time constraints.
- Adhere to the agenda as much as possible, focusing on the subject at hand.
- Volunteer for the tasks at hand.
- Bring a sense of humor and have fun.