Ground Rules

• Focus on the task at hand – *stick to the agenda*
• One person at a time to speak – *use ‘raise hand’ feature or speak your name when appropriate for virtual/teleconference; stand name tag upright/raise hand for in-person*
• Allow for a balance of speaking time – *respect time limits and number of times to speak on each topic*
• Be respectful of others
  • Mute phone or line, take side conversations off-line/into another room
  • Be tough on issues and questions, not on people and organizations
  • No personal attacks, insults or threats
  • Listen
  • Speak and act professional – *no offensive, disrespectful, or derogatory language, including profanity*
• Be a conduit – *share information*