

# MEETING GROUND RULES

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- Prioritize and work toward the good of the school/unit/UW
- Be on time, come prepared, and end on time
- Stay with agenda unless team decides to deviate or move on; keep to the subject and current issue
- Do work assigned between meetings; follow through on commitments
- Give permission to question and be questioned
- Help include others, share the floor, and allow for all voices
- Free yourself of distractions (phones, e-mail)
- Minimize paper – go green
- If a member misses a meeting, take responsibility to catch up
- Have open, free communications
- Maintain a safe environment
- Assume best intent, don't take things personally
- Ask for clarity when needed
- Be positive – change is hard
- Celebrate success