

# **Meeting Facilitation** **Setting Ground Rules**

## **Why have ground rules?**

- Ground rules are a must for keeping a meeting in order
- Citizens will feel like they have been heard
- Conflicts will be minimized
- Meetings will be more efficient and effective in less time

## **Examples of ground rules:**

- No cell phones/electronic devices with sound
- Each speaker will be respected by all others in the room
- Only one person shall speak at a time
- Each speaker is limited to 3 minutes
- Each speaker shall state their name and address for the record
- Each speaker must speak to the current agenda item
- No side conversations in the meeting room (should be taken outside)
- Meeting Chair will bring the group back into focus by....
- Presentations must be directed to the Board in a manner that allows the Public to clearly understand the matter being discussed

## **What are your ground rules?**

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