

## 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*