

## Sample Committee Ground Rules

1. Come to the meeting with a positive attitude.
2. Treat members with respect both, during the meeting and outside of the meeting.
3. Be prompt in arriving to the meeting and in returning from breaks.
4. Turn cell phones off or to vibrate.
5. If you must take urgent calls, please take your conversation outside.
6. Present yourself in a positive manner.
7. Talk one at a time, waiting to be recognized by the Chairperson or their designee.
8. Limit side conversations.
9. Be patient when listening to others speak and do not interrupt them.
10. Members should stay on the topic being discussed.
11. When a topic or agenda item has been discussed fully, do not bring the same subject back up.
12. Don't discuss personal issues during the meeting, except when it is about the subject being discussed by the Committee.
13. Don't make threats or rude comments to members.
14. Address any concerns about the discussion or the meeting with the Chairperson. It is the Chairperson's job to bring the meeting to order.
15. If members feel they can not talk about issues or concerns during the meeting, they can talk to the MHSOAC Staff Person or the Chairperson about their issues.
16. Be respectful of other people's ideas or situations when they talk. Try not to judge them or point fingers.
17. **HAVE A GOOD TIME AND ENJOY EACH OTHER**