1. Respect the authority of the Chair and/or meeting facilitator
   - Wait to be recognized by Chair and/or meeting facilitator before speaking.
   - Be aware that the Chair is responsible for keeping the meetings on time and on track. Do not take it personal if interrupted by Chair/meeting facilitator before you are finished speaking.
   - Be good hosts to guests.

2. Show up on time and come prepared
   - Be prompt in arriving to the meeting and in returning from breaks.
   - Be prepared to contribute to achieving the meeting goals.
   - Come to the meeting with a positive attitude.

3. Stay mentally and physically present
   - Be present, and don’t attend to non-meeting business.
   - Listen attentively to others and don’t interrupt or have side conversations.
   - Treat all meeting participants with the same respect you would want from them.

4. Contribute to meeting goals
   - Participate 100% by sharing ideas, asking questions, and contributing to discussions.
   - Share your unique perspectives and experience, and speak honestly.
   - If you state a problem or disagree with a proposal, try to offer a solution.

5. Let everyone participate
   - Share time so that all can participate.
   - Be patient when listening to others speak and do not interrupt them.
   - Respect each other’s’ thinking and value everyone’s contributions.

6. Listen with an open mind
   - Value the learning from different inputs, and listen to get smarter.
   - Stay open to new ways of doing things.
   - You can respect another person’s point of view without agreeing with them.

7. Think before speaking
   - Seek first to understand, then to be understood.
   - Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.
   - It’s OK to disagree, respectfully and openly, and without being disagreeable.

8. Stay on point and on time
   - Respect the groups’ time and keep comments brief and to the point.
   - When a topic has been discussed fully, do not bring it back up.
   - Do not waste everyone’s time by repeating what others have said.

9. Attack the problem, not the person
   - Respectfully challenge the idea, not the person.
   - Blame or judgment will get you further from a solution, not closer.
   - Honest and constructive discussions are necessary to get the best results.