

# Eastern Washington Stormwater Group

## Ground Rules

05/10/2018

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.