

## DISCUSSION GROUND RULES for SPAC Meetings

*Only SPAC members may speak during the meeting. Other participants may speak during public comment.*

*All participants at SPAC Meetings agree to:*

### **1. Be Respectful**

- Listen when others are speaking.
- Do not interrupt and do not participate in side conversations.
- One person speaks at a time.
- Recognize the legitimacy of the concerns and interests of others, whether or not you agree with them.
- Cooperate with the facilitator to ensure that everyone is given equitable time to state their views.
- Present your views succinctly and try not to repeat or rephrase what others have already said.
- Silence cell phones and refrain from using laptops during the meeting, except to take notes.

### **2. Be Constructive**

- Participate in the spirit of giving the same priority to solving the problems of others as you do to solving your own problems.
- Share comments that are solution focused.
- Avoid repeating past discussions.
- Ask for clarification if you are uncertain of what another person is saying.

### **3. Be Productive**

- Adhere to the agenda.
- Ask questions rather than make assumptions.
- Respect time constraints and focus on the topic being discussed.

### **4. Bring a Sense of Humor and Have Fun.**