

Ground Rules for Membership Meetings

Effective Communication

- Define important words
- Use good listening skills
- Don't talk over each other
- Turn off phones or set them to vibrate

Team-Building Methods

- Act respectfully & professionally
- No side conversations
- Identify yourself & library when you speak
- Try to understand others' opinions

Efficiency Measures

- Set times for agenda items (SWAN Board President)
- Stay on topic
- Create parking lot; include at end of agenda
- "Will my comments move forward discussion?"
- Meetings start on time
- Test assumptions (do we need to have discussion if we're all in agreement?)
- Provide handouts and agenda as far in advance as possible so people can prepare questions and feedback