

Meeting Etiquette

- ◆ Electronic devices should be on silent
- ◆ Respect all voices
 - ◆ *Eye contact*
 - ◆ *Listen respectfully*
 - ◆ *Let people finish talking*
 - ◆ *Give equal weight to everyone's opinion*
 - ◆ *Head nodding/other encouragement (body language)*
 - ◆ *Respect disagreement - "I disagree with you, based on my experience . . ."*
 - ◆ *Reflective listening - "What I hear you saying is . . ."*
 - ◆ *No side bar conversations*
 - ◆ *No interruptions*
- ◆ Process for recognizing speakers – *chair's responsibility*
 - ◆ *Raise hands*
 - ◆ *Verbalize what is happening to people on the phone*
 - ◆ *Recognize people on the phone – give them an opportunity to respond*
 - ◆ *Give feedback in writing when appropriate*
- ◆ Talk loud and stand by phone when reporting
- ◆ Allot time for a break and lunch on the agenda
- ◆ Keep in mind the shared mission of the group
- ◆ Conversation should be creative, positive, and global
 - ◆ *Not "We do it this way at my place so this is the only way", but share experiences and be open to new ideas*
 - ◆ *Looking outside the box*
 - ◆ *Creative exchange of ideas*
- ◆ Get consensus of the group to spend more time on agenda items than what is allotted
 - ◆ *Chair watches time and gets approval from the group to go over time*
- ◆ Come with work assignments completed
- ◆ Maintain a sense of humor and perspective – keep it light
- ◆ Explain acronyms