

Campaign Finance/Election Working Group

Meeting Ground Rules

- Assume best intents from others.
- Focus on the discussion at hand.
- Avoid side conversations; this can be distracting for everyone.
- Speak respectfully.
- Characterize your own perspective, understanding and interests; let others do the same.
- Respect the time of the group; speak briefly and on-topic.
- Limit comment and discussion to the scope of this strategy session.
- Pay attention to facilitator's notes to ensure items are being captured accurately.
- Let other participants talk once on a topic before you talk twice.
- Recognize that everyone has different levels of background in particular topics, and therefore:
 - o Provide context;
 - o Refrain from using pronouns - use instead the proper name of "it" or "they" about which you are speaking;
 - o Try to be clear and succinct to avoid confusion by others;
 - o Minimize compound questions;
 - o Use terms that have been defined; and
 - o Be as specific as possible in your statements and questions.