

## **GROUND RULES FOR THE WORK GROUP**

- We start on time and end on time.
- No cell phones, pagers, email, or similar gadgets during the meeting.
- We actively participate and express our ideas.
- We consider all opinions with respect and treat all participants with respect.
- We help each other stay on track with the agenda.
- We seek common understanding.
- We will allocate time to hear those who wish to address the work group and allocate time available so that all may be heard.

## **GROUND RULES FOR INTERESTED PARTIES**

- We consider all opinions with respect and treat all participants with respect.
- We will stay on track with the agenda.
- We recognize that the meeting time is constrained and agree to observe any time limitations that may be necessary to accommodate the number of people who wish to be heard.