

**ELECTRONIC GUIDE 5**

# Suggested ground rules for meetings



## How we like to do things

- At the start of each meeting we will go round the table and people will say their name.
- Respect what each person needs to join in the meeting.
- Respect and value that everyone is different and will think differently about things. We are happy that everyone is different and thinks differently.
- Listen to each other.
- Only one person speak at a time.
- When you speak you need to say your name and to raise your hand or do whatever you can to let others know you are the speaker.
- Do not interrupt speaker. If you need to, ask the chair-person.
- Use plain and simple English. Do not talk for too long, and talk slowly. We understand that for some people with some impairments it might be necessary for them to speak for a longer time and that is OK.
- If you don't understand what someone is saying, please ask them to repeat it or explain it. You are probably not the only person who doesn't understand.
- Be aware that covering your mouth when speaking might make it difficult for people to read your lips or hear what you say.
- Use words in full, like Shaping Our Lives instead of SOL.
- Respect each others personal space.
- During the meeting we will make every effort to keep to agreed timings.
- In any reports or discussions after the event do not use people's names when personal things have been discussed, for example when people talk about something that has happened to them in confidence.
- Be polite, don't be rude to each other. If you disagree about something concentrate on the thing you are talking about not the person involved.

- If you disagree with something someone says say so either during that meeting or during the next meeting. Do not argue about it outside of the meeting.
- If you want to leave the room for any reason that is OK.
- Switch off mobile phones.
- Make every effort to turn up on time.
- If you have any concerns about the Ground Rules not being respected please speak to the Chair of the meeting.