

Sample Rules of Conduct¹

These rules should be amended and customized to the specific needs of the group.

1. One person will speak at a time without interruption. We will agree upon time limits when necessary, prior to the beginning of the meeting.
2. We will use a polite tone of voice and take care in our choice of words
3. We will make a sincere commitment to listen to one another and try to understand the other person's point of view before responding
 - a. Misunderstandings will be clarified by beginning with the re-statement of the other person's words: "What I heard you say was"
 - b. A counter opinion will not be offered until the first opinion has been clarified to the satisfaction of the person offering the opinion.
4. What we discuss together will be kept in confidence, unless there is an explicit agreement regarding who needs to know further information. Breaking confidence will be an extreme exception.
5. We agree to talk directly to the person with whom there are concerns and not seek to involve others in gossip or alliance building.
6. We agree to try our hardest and trust that others are doing the same within the group.
7. We will support the expression of dissent in a harassment free workplace.
8. We agree to attack the issues, not the people with whom we disagree.
9. We will assume that others are speaking and acting without malice and respond in kind.
10. We will offer respect and accept respect in the present moment.
11. We will respect each other's time by arriving on time and ending on time.
12. We will respect each other's time by attending all meetings unless we are physically unable.
 - a. Meetings will be scheduled to include everyone's participation. It is expected that accommodations will be offered to all members and that this courtesy will not be abused.
13. We will focus on our joint objective of
14. We will conduct ourselves in an atmosphere of trust and confidence and respect.

¹ *The Practice of Facilitation: Managing Group Process and Solving Problems*, Harry Webne-Behrman, 1998, p. 25