

ELAC Academic Senate – Meeting Ground Rules¹

Adopted February 25, 2020

Facilitating Meetings: Ground Rules

The following ground rules will prevail at every meeting.

Respect

Treat others as you would like to be treated.
Be respectful of others and their opinions.
Avoid emotional outbursts or personal attacks.
Check attitudes at the door.
No single department, unit, or person has all the right answers.

Speaking

Use courteous, non-inflammatory language.
Raise hand to speak and wait until other speaker is finished and you are recognized.
Be professional, courteous, and straightforward.
Speak briefly and to the point.
Avoid repeating points already made by yourself or another speaker.
Enable one person to speak at a time.

Listening

Avoid side conversations.
Avoid interrupting others.
Listen to and encourage different perspectives.
Stay engaged (mentally, emotionally, and physically). Be mindful of the message you may be sending if you chose to access devices while others are speaking.

Role responsibilities

Help each other learn.
Remind others to abide by these ground rules.
Make certain that everyone who so desires has expressed an opinion.
Don't play "devil's advocate" without identifying the comments as such.

Focus

Remember your shared sense of purpose.
Stay on the agenda topic, unless the group agrees to change it.
Keep focused.
Focus on solutions.

Time

Agree on the process and time frames and stick to them.
Honor agreed upon lengths of agenda items and meetings.
Limit per speaker time as needed when large numbers want to speak.
Be prepared and come ready to engage. Read agenda and do any prework ahead of time.

¹ These ground rules were derived from Responsibilities of The Executive Committee Members, ASCCC, 3-2-18 and influenced by work of other local academic senates.