



We all go to lots of meetings. If we want to have effective meetings, we need to agree to some ground rules. Some co-ops call them meeting norms, participant agreements, rules of engagement or conditions of success. Here are **10 ground rules for great meetings**. You can use these rules for virtual or in-person meetings.

- **The Chair runs the meeting.**
- **Everyone must make their comments to the Chair.**
- **We will keep a speakers list during the meeting.**  
Only one person can speak at a time. If you want to speak, raise your hand or type in the chat. Everyone must mute their microphone when not speaking. If you are on the phone, you mute or unmute by pressing \*6.
- **Be respectful when you speak.** Think about how your words will affect others before you speak.
- **Focus your comments** on the issue being discussed.
- **Personal and inappropriate comments** will not be tolerated.
- **People will be asked to leave the meeting or be removed** for disruptive or aggressive behaviour or language (for example, shouting or swearing).
- **The purpose of every meeting** is to complete the business on the agenda.
- **The Chair will end the meeting** if there is so much disruptive behaviour that they cannot maintain order.
- **Let's have a productive and effective meeting!**



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