

22 Effective Group Discussion Guidelines for Our Friends Meetings

In order to maintain efficient and respectful meetings, the following guidelines will be helpful to all who attend:

1. Everyone participates; no one dominates.
2. Help us stay on track.
3. Listen as an ally.
4. Be willing to share.
5. One speaker at a time.
6. Feel free to ask specific questions of others after you have been given the floor to speak.
7. Keep a positive tone.
8. Be respectful and considerate of others.
9. Be an active listener.
10. Give freely of your experience.
11. Respect that we may all have different perceptions, and that our perceptions matter to us.
12. Please turn your cell phones off during the meeting.
13. Keep an open mind.
14. Maintain confidentiality.
15. Focus on "what" not "who."
16. Take initiative.
17. Lead by example.
18. Be honest with yourself and others.
19. Be accountable.
20. Ask for help, if needed or wanted.
21. Understand and support our mission.
22. Have Fun!

Thank you!