Every one likes to participate in a GOOD MEETING.

What makes a Meeting a GOOD one?

Included below are specific ideas Members of the RI Cross Disability Coalition identified for Rules to Follow for Meetings.

- Say your name before you speak.
- Raise your hand to be recognized then you can speak!
- Wait until someone finishes talking before you start to speak.
- Eliminate any side conversations…so you are LISTENING to what people are saying.
- Respect everyone’s personal space
- Don’t make any one feel bad about what they say….RESPECT the comments of each person.
- Don’t interrupt when someone else is speaking.
- Be nice and talk nice.
- Follow the written Agenda and Goals for the meeting.
- If everyone gets a chance to participate in the meeting it is more enjoyable for everyone…so try to give people a chance to share their thoughts.
- Ask questions to clarify or to understand something better.
- Remember…there are NO WRONG IDEAS!!!
- No question is a silly question.
- Help each other out…assist anyone who has difficulty to get their point across.
- No name calling, fighting or swearing!
- Keep your cell phones turned off.
- Clean up your space after the meeting is over. Try to be neat. Help throw away any trash.
- Bring ideas about issues/concerns to the Coalition…it is our responsibility to share information with each other!

Developed by the RI Cross Disability Coalition March 2012