DISCUSSION GROUND RULES for SPAC Meetings

*Only SPAC members may speak during the meeting. Other participants may speak during public comment.*

*All participants at SPAC Meetings agree to:*

1. **Be Respectful**
   - Listen when others are speaking.
   - Do not interrupt and do not participate in side conversations.
   - One person speaks at a time.
   - Recognize the legitimacy of the concerns and interests of others, whether or not you agree with them.
   - Cooperate with the facilitator to ensure that everyone is given equitable time to state their views.
   - Present your views succinctly and try not to repeat or rephrase what others have already said.
   - Silence cell phones and refrain for using laptops during the meeting, except to take notes.

2. **Be Constructive**
   - Participate in the spirit of giving the same priority to solving the problems of others as you do to solving your own problems.
   - Share comments that are solution focused.
   - Avoid repeating past discussions.
   - Ask for clarification if you are uncertain of what another person is saying.

3. **Be Productive**
   - Adhere to the agenda.
   - Ask questions rather than make assumptions.
   - Respect time constraints and focus on the topic being discussed.

4. **Bring a Sense of Humor and Have Fun.**