

GROUND RULES FOR VIRTUAL MEETINGS AND CONVERSATIONS



IN THIS TIME OF
"VIRTUAL" TOGETHERNESS, REFER TO
THESE GROUND RULES TO KEEP THE
CONVERSATION MOVING...

Everyday Democracy Virtual Meeting Ground Rules are similar to in-person

- *Listen carefully and with respect.*
- *Each person gets a chance to talk.*
- *One person talks at a time. Don't cut people off.*
- *Speak for yourself, not as the representative of any group. Remember that others are speaking for themselves, too.*
- *If something someone says hurts or bothers you, say so, and say why.*
- *It's okay to disagree, but be sure to show respect for one another.*
- *Help the facilitator keep things on track.*
- *Some of the things we will say in the study circle will be private (personal). We will not tell these stories to other people, unless we all agree that it is okay.*

ALSO some pointers from GoToMeeting:

- *Be aware of your surroundings*
- *Keep you phone on mute when you aren't speaking*
- *Speak up*
- *Stay seated and present*

We hope you find these guidelines to be helpful.