

**GROUND RULES**  
**INRMP PAWTAC & ISAC JOINT MEETING**  
**August 27, 2008**

Ground rules to help us work together more constructively:

1. Be courteous and listen while others are speaking. Minimize side-discussions and turn cell phones off.
2. Sit down in front near the group leader/facilitator – don't choose a seat at the back of the room; this is conducive to an engaged group dynamic and allows the group leader/facilitator and note-taker to hear your comments more clearly.
3. Keep remarks brief and on topic so that the note-taker can capture your thoughts correctly and succinctly.
4. Add new comments only; do not repeat what others have said.
5. Address the group leader/facilitator rather than other participants or members of the audience.
6. Keep an open mind. Listening to others of differing opinions is often where the greatest opportunity for increased understanding exists. This is not a debate.
7. Be positive. Offer a constructive suggestion, not a criticism of someone's opinion about a subject.
8. Use "I" statements; do not infer what you think someone else's motives may be or what they may be thinking or what their position is; no conspiracy theories.
9. If you have spoken once during a specific round of discussion, allow others to speak before you make further contributions.
10. Treat others in the group the way that you would like to be treated.