

TITLE: Ground Rules for Meetings

Date: 10/01/2013

Approval:

Original Approval: 09/18/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board
Approval

Revised:

**Cross-Reference

Purpose: To ensure productive meetings with engaged participants.

The meeting leader is the Facilitator, Board Chair, or Committee Chair.

1. Be prepared. Have a well-stated purpose for the meeting and a supporting agenda.
2. Be prompt. The meeting will start and end on time.
3. Participate by both speaking and listening.
4. If present at a meeting in an observation capacity only (i.e. not a Board Member for Board meetings or Committee Member for Committee Meetings), respect the meeting process and refrain from entering into the conversation.
5. Be courteous and professional.
 - a. Respect the diversity of the group.
 - b. Be open to new ideas.
 - c. Facilitator may ask that you wait to be recognized before speaking.
 - d. Engage in honest, productive discussions.
 - e. Work towards solutions or a consensus.
6. Hold side bar discussions for breaks.
7. Stay on agenda topic. Use a parking lot for issues that need to be addressed at a later time.
8. Honor confidentiality.
9. Maintain communication with the Facilitator/Board Chair/Committee Chair about follow-up items assigned to you.