



Voice for All

GROUND RULES



Ground Rules tell us how we want people to act and behave in a meeting



Voice for All Committee have agreed their own ground rules



We will follow these rules and they will help us to have a good meeting



Voice for All GROUND RULES



Please switch off your mobile phone



Please be on time for the meetings



Please follow the agenda and stick to it



Please use the green card when you want to speak



Only one person to speak at a time



Please use the red card if you don't understand something or if you have a question



It's ok to ask.
There is no such thing as a silly question



Please respect other people and their opinions



Please listen when others are speaking



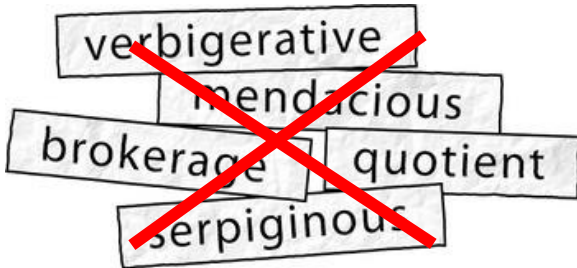
Make sure everyone is included and involved



Look after yourself and others around you



Please stay focused and join in the meeting



No big or difficult words



Always keep things simple



Follow the 5 minute rule



Please let us know if you cannot come to a meeting



Enjoy the meeting and have fun