# **CLUB XXX COMMITTEE MEETING RULES**

## Show up on time and prepared

Respect others time and ensure you are on time and prepared with any pre-reading, project updates and other relevant information. Be ready to engage with others.

## Stay present

Keep phone and laptop use to a minimum. Be active in conversation and discussion.

## Let everyone participate

Everyone has a safe space to participate within the meetings without unnecessary interruption. Do not cut people off and think before you speak. Treat everyone with respect and value others input.

## Attack the problem, not the person

Respectfully challenge an idea, not the person with the idea. Blame and judgment will not be accepted. Attacking a problem in a positive light will help form a solution rather than continued negative conversion.

## Stay on point and on time

Respect other peoples time and keep comments, suggestions and discussion on point and brief. If a new issue needs to be discussed, suggest allocating time within the next agenda.