SEIU and UIHC Ground Rules Document

- No rank in the room
- This is a safe environment
- Everyone participates
- Cell phones off or on vibrate
- Everyone shares thoughts and ideas but don’t dominate discussion
- Listen actively; strive to understand each other’s views
- Confine discussion to problems
- Only one person talks at a time
- No side bar conversations
- Keep an open mind
- Maintain confidentiality
- Concentrate on the problem, not the person
- Don’t use any comment or an act as an action for grievances or discipline
- Meetings start and stop on time
- Determine quorum for meetings
- Ground rules may be updated by parties as agreed to
- Rotate Chair of meeting
- Guests may be utilized as needed by mutual/consensual agreement
- Leave room for emergency items on agenda
- Best efforts at end of meeting to set agenda for next one
- Alternate note-taking