# **Ground Rules for Meetings**

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|  | **OFFALY GAA MANAGEMENT COMMITTEE** |

## **Ground Rules**

* Meetings to start and finish on time (2 hours maximum is generally the ideal amount of time)
* Members must do the necessary preparation before the meeting e.g. read Minutes or documentation
* When issues are raised, the Committee will focus on the solution
* Committee members focus on the issues and not individuals
* Committee members must always treat each other with respect
* Everyone is to be listened to, regardless of whether members agree
* Committee members must value different perspectives
* Only one person should speak at a time
* When a discussion becomes repetitive, the Chair can move it along without anyone feeling offended
* The Committee will refer to the rules for guidance
* The Committee seeks progress, not perfection
* Confidentiality is extremely important and committee business should not be discussed outside of the meeting

Microsoft Teams Meetings:

* At the beginning of the meeting seek permission to record the meeting if a recording is required.
* All participants should put their microphone on mute when not contributing.
* Make sure mobile phones are on silent.
* Questions can be dropped into the chat function.
* Alternatively, delegates can raise their hand within the Teams application and the Chairperson will invite them to unmute individually and ask their question or make their comment.
* Please state your name before speaking.
* When it comes to items that require a proposer and seconder it is best not to use the raise hand function. Ask somebody to unmute themselves, say their name and propose or second the person/committee as required.