

Recommended Meeting Etiquette

(adapted from Strafford Regional Planning Commission's suggested guidelines for its meetings)

You are probably very well aware of these suggested guidelines but it never hurts to offer them again.

- Be present at the scheduled start of the meeting.
- Be respectful of the views of others.
- Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.
- Do not interrupt others or start talking before someone finishes.
- Do not engage in cross talk.
- Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.
- Active participation is encouraged from all members.
- When speaking, participants should adhere to topics of discussion directly related to agenda items.
- When speaking, individuals should be brief and concise when speaking.