

# **Riley Park Community Garden Meetings**

## **Meeting Ground Rules and Principles for Facilitators**

- Respectful communication
  - No judgments
  - No interrupting –talking over others
  - One conversation
- Listen more; allow for quieter people to talk
- Start and finish the meetings at the agreed upon times. The chair will ask the group to extend the meeting for an agreed upon extension time.
- Honour agenda - Continue to send out minutes and agenda ahead of time and print out copies for the meeting. If there are any written materials related to an agenda item for discussion distribute them in advance (allow 3 days before meeting)
- Come prepared – read all information and send your agenda items for the meeting
- Don't take things personally
- Meeting to focus on decisions and actions, and less on details (details are part of the action plan after meeting). Ask questions but stay on topic. Don't take it personal if Chair cuts discussion off due to time constraints. Table items to next meeting as if a 'parking lot'
- These guidelines are organic and can be changed or added to at any time

- Everyone agrees to take responsibility for adhering to these guidelines