

## GUIDELINES FOR COALITION MEETING ETIQUETTE

1. **R.S.V.P.** When asked via phone, email, or electronic calendar to attend a meeting/conference call, be sure to reply if a reply is requested. Meetings are structured and spaces/lines/refreshments secured on the basis of expected attendance.

2. **Arrive Early.** If this isn't possible, arrive at the scheduled time at the latest, but never late. Don't assume that the beginning of a meeting will be delayed until all those planning to attend are present. If you arrive late, you risk missing valuable information and lose the chance to provide your input. Also, you shouldn't expect others to fill you in during or after the meeting; everyone is busy, and those who were conscientious enough to arrive on time shouldn't have to recap the meeting for you.

3. **Come Prepared.** Read the past meeting minutes prior to the meeting. Bring something to write on as well as to write with. If you know you'll be presenting information, ensure that your handouts and PPT slides, etc., are organized and ready.

4. **Do Not Interrupt.** Hold your comments until the Chair asks for comments, unless, open discourse throughout the meeting is encouraged. Also, don't interrupt other attendees. Hold your comments to others until after the meeting is adjourned. Side conversations are disruptive to other participants and inconsiderate of the Chair.

5. **Abstain from Electronics.** As the notice posted at the beginning of films in movie theaters says, "Please silence cell phones and pagers". Activate vibrate, voice mail, or forward messages to another phone.

6. **Speak in Turn and Keep Questions/Comments Brief.** When asking a question, it's helpful to raise your hand than to blurt out your question. Other participants may have questions, and the Chair must acknowledge everyone. When asking questions, be succinct and clear. If your question is detailed, break it into parts or several questions, asking only one question at a time.

7. **Pay Attention.** Listen to the issues the Chair addresses, the questions from other participants, and the answers provided. You don't want to waste meeting time asking a question that's already been asked.

8. **Be Patient and Calm.** Do not fidget, drum your fingers, tap your pen, flip through or read materials not concerning the meeting, or otherwise act in a disruptive manner.

9. **Attend the Entire Meeting.** Leave when the meeting is adjourned. Leaving before the end - unless absolutely necessary and unless you have given prior notice - is disruptive and inconsiderate of other participants and the Chair.

10. **Respond to Action Items.** After the meeting, complete any tasks assigned to you as expeditiously as possible; file your meeting notes or any minutes for later review or to prepare for future meetings.

Adapted: Smith, GM (2000). [http://www.chatgrispress.com/Articles/Business/11\\_Commandments\\_for\\_Bus\\_Meet\\_Etiquette.pdf/](http://www.chatgrispress.com/Articles/Business/11_Commandments_for_Bus_Meet_Etiquette.pdf/)