

**Ground Rules**  
**Labor Management Team (LMT)**  
2011

**We agree to:**

- Respect each others' points of view and acknowledge our representative roles
- Use humor, use it carefully
- Listen to others openly
- Assume best intentions
- Value each others' personal experiences
- Not engage in personal attacks
  
- Agree to a clear and transparent agenda beforehand, take action minutes, stay on topic
- Be punctual
- Commit to the meeting dates and provide advance notice when can not attend
- Identify what we can do: set realistic and achievable goals
- Avoid side conversations during meetings
- Keep membership rosters/information current
- Regularly gauge consensus on issues being discussed
- Clarify when information is confidential and honor that confidentiality
- Not discuss active grievances
  
- Provide accurate information and honest answers to legitimate questions in a mutually agreed upon time frame
- Follow through on commitments and report back to the group on outcomes in a timely manner
- Share meeting materials with all committee members in a timely manner and prior to the meeting when possible
- Have a mutual agreement about communication plans
- Commit to support decisions made by the group
  
- Have the courage to approach and assist one another in good faith if a breach of these ground rules is either imminent or, in fact, does occur; stop any possible building of a cycle of mistrust