



Design Working Group Meeting Ground Rules

The Design Working Group (DWG) developed their own meeting ground rules at their first meeting on February 4, 2020.

- Only one person talks at a time
- Minimize side bars
- All speakers should speak loudly or have a microphone
- Honesty
- Be friendly
- Be constructive
- Phones off
- Let people finish
- Listen
- No interruptions
- Try to understand other people's positions
- Be respectful of all opinions
- Conserve time to allow more ideas to be shared
- Safe space to speak opinion
- Water is non-partisan, no politics
- Let people finish
- No side conversations
- Be on time
- Stay on topic
- Be respectful
- Table issues if needed
- Be creative
- Use common sense
- Find common ground
- Respect all ideas and desire not to share
- Take turns
- Listen before responding with input
- Everyone gets a voice
- Challenge the project, not the people
- All individuals to finish ideas and thoughts without interruption
- Be respectful
- Understand we all want the best possible outcome
- Fair
- Equal
- Raise hand to speak
- Allow others to finish speaking until you chime in
- Keep an open mind to all ideas
- Criticize ideas not people
- Don't dominate the conversation
- Be open to other perspectives
- Honor time of meeting and people's schedule

WATER 2025

OUR WATER FUTURE STARTS NOW

- Ask questions to understand not to disqualify statements
- City genuinely listens to citizen input
- Process is fluid in both directions
- Agendas known and followed
- Share conversation / question time
- No idea is a bad idea
- Allow time for general questions or issues
- Don't use acronyms
- Use language understood by the general public
- Stay on schedule
- Allow time for input that everyone can see/hear/read



WESTMINSTER