

## Sample Set of Meeting Guidelines

Here are some simple guidelines to follow during your meetings. These can be called ‘common sense’ guidelines. Remember that everyone deserves respect.

- Everyone is welcome.
- Members can introduce themselves around the table or room;  
“Hi, my name is \_\_\_\_\_.”
- Everyone gets a chance to talk if they want to but are not forced to speak if they don’t.
- Each person wants to be heard when they’re speaking. Please pay attention.
- Please let one person talk at a time. Try not to interrupt the person speaking.
- No one should be forced to disclose whether they experience cognitive impairments or not.
- Be respectful and nonjudgmental everyone wants to be accepted as they are.
- Support group members might share personal information. Everything discussed inside the meeting is to be kept in confidence.

**Note:** A designated facilitator can take notes to keep the meeting on track if necessary. You might decide to add other things to this set of guidelines. Whatever you do, keep them in easy to understand language. You can even make copies of your guidelines to give to attendees.