



## Sample: Meeting Ground Rules

- Be on time—at the beginning of the meeting and coming back from breaks.
- Raise your hand if you have something to say. Only one person speaks at a time.
- Listen actively to what other people are saying.
- Be respectful—no mocking or attacking other people's ideas.
- See all members as equal. Avoid favoring members with leadership titles.
- Maintain and protect confidentiality.
- Use appropriate and sensitive language when discussing the case.
- Use person-first language, such as "a person addicted to drugs" versus "a drug addict."
- Avoid judging the decedent's decisions. Try to understand the decedent's experience through his or her eyes.
- Consider all factors that contributed to the decedent's substance use and overdose.