

Meeting Bill of Rights

(Abbreviated)

“The Secrets to Masterful Meetings”, Michael Wilkinson, *Leadership Strategies*, 2005.

1. Meeting Notice

You have the right to be informed about the purpose, expected products, and proposed agenda for the meeting, verbally or in writing, at least 24 hours in advance of the meeting.

2. Timely Start

You have the right to attend meetings that start on time.

3. Right People

You have the right to have all major viewpoints critical to decision-making represented at the meeting.

4. Right Information

You have the right to have the information necessary to facilitate decision-making available at the meeting.

5. Ground Rules

You have the right to have agreed upon ground rules respected in the meeting.

6. Focused Discussion

You have the right for meetings to stay focused on the topic of the meeting.

7. Input Opportunity

You have the right to have the opportunity to provide input and alternative views before decision-making occurs in the meeting.

8. Meeting Recap

You have the right to hear or read a recap of (a) decisions made during the meeting, (b) actions to be taken following the meeting, when and by whom, and (c) any outstanding issues to be discussed at a future meeting.

9. Timely Completion

You have the right to have your time respected by having meetings finish at or before the scheduled end time.

10. No Retribution

You have the right to exercise your meeting rights without fear of retribution or other consequences.