

Wigtownshire U3A

Sharing Leisure and Learning Activities

Ground rules for discussion groups

The following ground rules are based on advice provided by the Current Affairs Subject Adviser on the national U3A website. They can be used by any group which has a discussion format.

Ground rules are necessary in order for the group to run successfully. The following are suggested. You can use these as a basis to agree your own ground rules within your group. All members should be made aware of these ground rules.

- The subjects for discussion should be agreed by all members
- The subject for the following meeting must be agreed by members prior to that meeting eg: after a group planning meeting has agreed a series of topics for discussion or at the end of the current meeting
- The facilitator should not be expected to chair each discussion
- A roster of people prepared to chair a session should be drawn up
- The subject matters raised should not offend
- Every individual is entitled to his/her opinion whether right or wrong without interruption
- Any person expressing an opinion should address their remarks to the chair
- Interruptions should be avoided. Continued interruptions could lead to exclusion of the individual for that session if goodwill approaches to calm it down do not work
- The chair should ensure that all members have the opportunity to participate in the discussion
- One person must not be allowed to dominate the discussion
- Members should act and speak courteously and respectfully to fellow members
- Members should not act or speak in a way as to bring Wigtownshire U3A into disrepute
- A confidentiality policy, if appropriate, should be agreed by all members

Diane Collins
Groups Coordinator
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