

A woman with short dark hair, wearing a mustard yellow sweater, stands in the foreground with her arms crossed, looking directly at the camera. In the background, several other people are visible in an office setting, including a woman with blonde hair and a man with glasses, all appearing to be in a meeting or collaborative work environment.

# MEETING BILL OF RIGHTS

A fundamental vehicle for transforming meetings is establishing and granting to every employee a set of meeting rights. The goal of the meeting rights is to empower everyone in the organization to be a catalyst for raising the bar on meetings and for making bad meetings unacceptable.

What follows is an abbreviated version of the 10 meeting rights adapted from [\*The Secrets to Masterful Meetings\*](#).

**We recommend you modify these rights to fit your organization's culture.**

# MEETING BILL OF RIGHTS

<b>I. Meeting Notice</b>	You have the right to be informed about the purpose, expected products, and proposed agenda for a meeting, verbally or in writing, at least 24 hours in advance of the meeting.	<b>VIII. Meeting Recap</b>	You have the right to hear a recap of (a) decisions made during the meeting, (b) actions to be taken, when and by whom, following the meeting, and (c) any outstanding issues to be discussed at a future meeting.
<b>II. Timely Start</b>	You have the right to attend meetings that start on time.	<b>IX. Timely Completion</b>	You have the right to have your time respected by having meetings finish at or before the scheduled end time.
<b>III. Right People</b>	You have the right to have all major viewpoints critical to decision-making represented at the meeting.	<b>X. No Retribution</b>	You have the right to exercise Your Meeting Rights without fear of retribution or other consequences.
<b>IV. Right Information</b>	You have the right to have the information necessary to facilitate decision-making available at the meeting.		
<b>V. Ground Rules</b>	You have the right to have agreed upon ground rules respected in the meeting.		
<b>VI. Focused Discussion</b>	You have the right for meetings to stay focused on the topic of the meeting.		
<b>VII. Input Opportunity</b>	You have the right to have the opportunity to provide input and alternative views before decision-making occurs in the meeting.		

The next time you find yourself saying, ***“This is an awful meeting,”*** remember that we get what we tolerate. Just look around the room and think about how much of your organization’s precious time and resources are being wasted every single business day.

Take a step to improve your organization’s meeting culture. Learn how to lead better meetings in the leading facilitation courses, [The Effective Facilitator](#) and [Masterful Meetings](#).