

**Darwin Medical Practice**  
**Patient Participation Group (PPG)**  
**Ground rules**

*(Created by Debbie Megan on 25.09.17)*

1. The meeting is not a forum for individual complaints and single issues.
2. We advocate open and honest communication and challenge between individuals.
3. We will be flexible, listen, ask for help and support each other.
4. We will demonstrate a commitment to delivering results as a group.
5. Silence indicates agreement – speak up but always go through the chair.
6. All views are valid and will be listened to.
7. No phones or other disruptions.
8. We will start and finish on time and stick to the agenda.
9. The total number of attending the group meetings will be left open for a further 3 months.
10. Quorum will be 5 members plus a practice representative.
11. The initial term served will be left open for members to continue if they wish to.
12. Chair to be a volunteer and elected by members where there is more than one candidate.
13. Secretary to be a practice member.
14. Chair and secretary to be responsible for the agenda. AOB items may be deferred on majority vote.
15. Additional rules to be added by consensus.
16. Chair has only a casting vote.
17. Urgent AOB's may result in removal or amendment of the existing agenda.