Group Agreements for Meetings

1. Be respectful of each other when speaking, (i.e., one person at a time, no side conversations, etc.).

2. Be present and participate – arrive on-time, come prepared, be an active listener.

3. Share the floor.

4. Stay on task or topic; put future topics to discuss on a parking lot list.

5. Avoid language that may be offensive to others.

6. Avoid discriminatory language – discrimination of any kind is not welcome (including, but not limited to gender, race, ethnicity, age, religion, sexual orientation, geographic area of origin, physical size or ability, political affiliation and profession).

7. Avoid put downs and personal attacks (includes people present and those who are not in the room).

8. Agree to disagree, but don’t be afraid to respectfully challenge one another by asking questions

9. Ask for clarification when needed.

Developed by Northeast Center for Healthy Communities, 2006.