

Equity and Education Committee Meeting Norms

General Meeting Norms

Some norms refer to processes, preparation and communication practices which can apply to any meeting.

Process Norms:

- We will respect everyone's time by starting and ending on time.
- Only one conversation at one time. Refrain from side-talk.
- Capture off topic items in a 'parking lot' and agree to discuss them later at a designated time.
- Be mindfully present with the people you are meeting with.
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track and need to move an issue to the "parking lot."
- Identify and challenge past assumptions and sacred cows.
- Develop respect and an ability to listen and consider outlying opinions or ideas
- Address conflict head on.
- Look ahead to positive action, not back on shoulda, woulda, coulda.
- Aim for GETGO – good enough to go, not perfection.
- Everyone is responsible for upholding the norms. Acknowledge if you notice we are not doing so.

Preparation Norms:

- Be prepared and come ready to engage. Read the agenda and do any prework ahead of time.
- Come empowered to make commitments for your area or function.
- Put aside other topics and work so you are ready to focus on the discussion at hand.
- Meeting material and agenda should be sent 72 hours before a meeting.

Communication Norms:

- Ask questions for clarification to help avoid making assumptions.
- Make sure everyone's voice is heard.
- Balance your participation – speak and listen.
- Listen actively to teammates without interrupting.
- Clarify when you are advocating vs offering an idea.
- Say it now, in the room. Avoid waiting till later to raise an issue.
- All voices count. All opinions are valid, but offer reasoning behind your thinking.
- Be honest – speak your truth as you see it. Use "I" phrases, and avoid assuming to speak on behalf of others
- It's OK to reflect and change your mind

This document based on Mamie Kanfer Stewart's blog <http://blog.meeteor.com/author/mamie/> and the Academic Senate for California Community Colleges community norms

Norms for Specific Types of Meeting Conversation

There are many types of conversations that happen during a meeting. Every conversation will benefit from selecting norms that specifically relate to that type of discussion.

Brainstorming Norms

- All ideas are good ideas.
- Build on the ideas of others. Use “Yes, and...”; avoid “No, but...”
- Defer judgment of ideas during brainstorming.

Staff Meeting / Check-in Norms

- Be concise and to the point.
- Be open to feedback.
- Share only new information, not a repeat of old information.
- Be sure your information is accurate.
- Acknowledge when you don’t have an answer but will provide it after the meeting.
- Share celebrations and challenges alike.

Decision-making Norms

- We will use majority rule as our decision-making process.
- Each person is responsible for ensuring they understand the options and arguments before making the decision.
- Be willing to support a team consensus even if you initially do not agree with it.
- Do not push your ideas on the team after a decision has been made.
- Acknowledge when you are challenging the opinion to help test a decision or idea.
- Separate your own personal feelings from what’s best for the team / organization.

Norms for Virtual Meetings

Virtual teams have additional layers of complexity because everyone is not in the same room. Consider using norms that address the common behavioral challenges with virtual meetings.

- [Turn on your video](#) unless impossible. Body language is important for effective communication.
- Do not multi-task (do other work) during the meeting.
- Use the mute button at your site to prevent the transmission of background noise.