

Meeting Expectations

1. **We are all equal.** In the room, at this time, each of us – regardless of position – are welcome and encouraged to participate.
2. (“WAIT” – Why am I talking? Why aren’t I talking?) We will tap into the wisdom of the group, not focus on the opinions of individuals. **No single person(s) shall dominate the conversation. Monitor your own air time.**
3. **Be open and respectful.** We will seek first to understand and give full consideration to new ideas, approaches and creative processes. We will question our own assumptions and those of our colleagues in order to think creatively. We will not fixate on past practices and will instead be flexible to change or new ideas.
4. **Speak from your own experience.** We will listen to each other and suspend judgments. We will respect all kinds of knowledge and value the full spectrum of knowledge in attendance; use “I” statements and resist expressing assumptions about the experience of others or asking others to speak on behalf of a group.
5. **Be present and listen deeply.** Our conversation is not about convincing each other, but rather about listening and providing your full attention to everything and everyone and then deciding what it all means.
6. **Final decisions are final.** Each of us will be heard, but that doesn’t mean each of us will get what we want. It’s okay to disagree. When issues are important and people care, they argue, but once we decide, each of us will accept and respect the organization’s decisions.
7. If we notice something of concern during a meeting, we have an obligation to speak up. If you choose not to provide input on decisions, it will be assumed that parties are amenable to decisions made. **Discussion happens during meetings, not before or after.**
8. **Stay on track.** We agree to focus on the meeting agenda and work diligently to stay on track.
9. **Be conscious of intent vs. impact.** The things we say or do may have a negative impact on others, despite our intent. Be accountable for the impact of your actions and words.
10. **Be aware of power dynamics.** Notice how you might be subconsciously using your power or privilege and hold awareness of histories of injustice.
11. **Avoid jargon, acronyms, and industry language.** Use inclusive language that is accessible to people with varying sector knowledge.