

Meeting Norms

Inclusions

PROCESS

- Display and describe posted norms as shown below.
- Describe Sufficient Consensus and its benefits, as shown in this appendix.
- Ask if members can agree to these during this meeting.

ALTERNATIVES

- Eliminate sufficient consensus.
- Have the group develop meeting norms.
- Once a group has agreed to these norms, print them on each succeeding agenda.

TIPS

- When time is short and the meeting routine, this process is preferred.
- Group-developed norms can be useful when little trust exists but uses up valuable meeting time to develop.

cont.

Meeting Norms

Demonstrate Mutual Respect (Respect people and ideas — such respect does not represent agreement.)

Employ Skillful Listening (Seek first to understand, then to be understood.)

Sufficient Consensus (Each person has an equal voice; the group works to understand all views; distinguish between dialogue and discussion; and 80% agreement of those present constitutes consensus.)

NOTES AND APPLICATIONS
