

Propose Working Agreements

Activate and Engage

OUTCOME

For one-time, short, or initial meetings agree to selected working agreements.

PROCESS

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

VARIATIONS

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

TIPS

- Working agreements are not always needed or wise as they might signal negative presuppositions about a group's working capacity.
- When time is short and the meeting routine, this process can respectfully set agreements.
- Group-developed agreements may be useful when little working experience or trust exists.

Meeting Working Agreements

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 equal voice, the group works to understand all views, distinguish between dialogue and discussion and 75% agreement of those present constitute consensus)