

## **Working Agreements**

### Inclusions

#### PROCESS

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

#### ALTERNATIVES

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

#### TIPS

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

cont.

## 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 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

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