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.
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

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