

Meeting Conduct Agreements – Approved 3/18/21

1. Show up, be on time, be prepared
2. Practice active Listening – Listen respectfully and appreciatively
 - a. Asking questions to help clarify understanding
 - b. Rephrasing what was heard to confirm understanding
3. Focus on Issues –
 - a. Speak to the question or issue under discussion, and to the group, not to an individual
 - b. One person speaks at a time – avoid side bars and chatting or messaging during meetings
 - c. Keep Comments Short if possible – avoid monopolize the discussion and making a speech
 - d. State what you think, not what others think
 - e. Allow the facilitator to 'direct speaking traffic'
 - f. Leave outside concerns outside – Silence Cell phones and limit background noise as possible
4. Person-First Language
 - a. A person with a mental illness, not the “mentally ill”
 - b. A person living with an addiction, not an “addict”
5. Use respectful language - avoid profanity and personal attacks or criticism (of self or others)
6. Be open-minded and objective: be informed by your expertise - decide based on evidence
7. Limit use of Acronyms – “When in doubt, spell it out.”