**Developing Norms – Example from Fraser**

**Norms Selected by the Elementary & Secondary Steering Chairs**

Selected December 13, 2005

## Secondary Steering Committee

## Meeting Norms

***Not on the Elementary List***

1. Problems are discussed with regard to the school community—not one person.
2. Use collective pronouns (us, we, our), not singular (my, I).
3. Agree to disagree agreeably. Keep it professional, not personal.
4. If side issues arise, agree to come back to them later.
5. Respect confidentiality and professionalism during and after meetings.
6. Come to the meeting prepared to speak on the topic.
7. Refrain from side-bar conversations when others are talking.
8. Maintain a sense of humor.
9. Encourage an atmosphere of honesty – politely question to clarity.

## Elementary Steering Committee

## Meeting Norms

1. Keep an open mind—consider the positives of an idea.
2. Everyone should have an equal opportunity to talk—no monopolizing.
3. Start and end on time.
4. Hear everyone’s input & come to consensus on the important issues.
5. Communicate in a way that reflects your beliefs.
6. Set clear goals and a clear agenda and stay focused on them.
7. Suggest alternatives to ideas that you disagree with.
8. As a group, we need a “Can Do” attitude, not a “Cannot.”
9. The meetings should feature free & open discussion.
10. Respectfully listen to one another and consider the other person’s thoughts.
11. As a group, we need a focusing purpose.

