

## RULES, TOOLS AND ROLES

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, council\*/committee\* members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

### Meeting Rules of Engagement

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

- There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
- Speakers will be heard one at a time and without interruption. Participants will allow for moments of silence for thought and other viewpoints. In consideration of hearing all feedback, members should be mindful of how often and how long they speak. Equity\* in consensus\* building means including diverse perspectives at all levels of the organization.
- Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
- Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Council\*/committee\* members are encouraged to ask questions of clarification.
- Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
- All members should be mindful of the language used in discussions\*, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences. Members are encouraged to use an asset-minded\* approach that focuses on what works and how something can be done. This is in contrast to a deficit-minded\* approach that focuses on the negative and why an initiative, idea, or project can't get done.
- All council\*/committee\* members will be aware of the purpose and responsibility of their committees. When issues arise in discussion\* that are not supported by the committee's charge, the chair\* will identify the proper council\*, committee\*, or constituency\* group leadership for review, and forward the issue for consideration.
- Once consensus\* is reached after deliberation, council\*/committee\* members will support the group's recommendation.

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\*Denotes glossary definition, see p. 18 – 20