Working Agreement Term Bank

“Golden Rule” – Do unto others as you would have them do unto you	Rotate facilitators / known facilitators	Ask questions
No side conversations	Focus on critical tasks	Engage in discussions
Begin and end on time	Establish time frame for discussions	Ask for and offer feedback
Active participation by all	Don't judge ideas during brainstorm	Encourage others to ask questions and share ideas
Leave the past in the past	End on time	Offer different, perhaps unpopular perspectives
Silence cell phones/pagers	No interruptions; don't dominate	Listen actively
Deal with issues, not personalities	Teams for discussion breakout	Seek to understand
“Time out” when needed	OK to walk around during meeting	Disagree respectfully
Be committed to the process	Time keeper	Provide options
Be open and honest	Raise your hand to discuss	Be open to changing your position
“What you see here, what you say here, when you leave here, let it stay here.”	Everyone has a fair chance to speak their mind (expand discussion time)	Promote creative ideas and approaches
No side meetings	Time for discussion is up to facilitator	Avoid aggressive language, posture, and tone
Have fun and relax	Agreement on voting item	Practice candor
Be on time	Include discussion in minute’s comments	Develop and express trust
Established break times	Stay focused and on time	Refer to meeting norms
Be courteous	No rehashing	Ask for information
State all concerns at meeting	Table/parking lot for future discussion	Express concerns
Listen	Please turn off all cell phones and pagers for the duration of the meeting	Balance inquiry and advocacy
Agenda beforehand w/relevant information	Focus on strategic issues	Honor confidentiality
Review meeting action items, include dates and times	Share ideas	