**Example Meeting Norms and Purpose Statements**

* Relevant and collaborative agenda, Stay on task
* Comments brief and to the point
* Professional and respectful to one another
* Begin and end meetings on time, and an adequate end time
* Hold question for appropriate time
* Put phones on vibrate and keep electronics use to a minimum
* Thinking is solution driven
* Open minded discussion, and everyone provides input
* Physical environment / Comfort
* No side bar, 100% commitment
* Student achievement top priority

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| **Proposed Norms for the School Team Example** |
| * Start and end meetings on time * Stay on task * Listen to understand * Actively participate * If you have a conflict with the meeting date, notify team lead the day before the meeting |

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| **Meeting Norms** | |
| **Time** | 1. Start and End on time – time keeper keeps facilitator on track for individual agenda items 2. Issues Bin for items not pertinent to more than a few 3. Stay focused on agenda items |
| **Interaction** | 1. One person at a time, focus on speaker, no side conversations 2. Relevant content, to the point 3. Common courtesy – no side work, planning, cell phones… 4. Info in written form in advance, when possible, visual aids as tools |
| **Communication** | 1. Respect all – disagreement is okay provided it is done respectfully 2. The bulk of each meeting reserved for collaboration & decision making (information should come via email or mail boxes as much as possible). |
| **Participation** | 1. All attend meetings – follow up meeting next AM for all who missed 2. Activities should be purposeful and meaningful 3. Active listening and participation 4. Address Issues (from Bin) that are pertinent to many 5. Utilize Roles of Convener, Time Keeper, Recorder, Reflector for every staff meeting and/or where appropriate |





