

Example Meeting Norms

This list of meeting norms may be used as a guide for writing your own norms. Please feel free to refine, add, modify or delete them based on your board's needs.

- ◆ Start on time, be on time, end on time.
- ◆ Put pagers and cell phones on vibrate.
- ◆ One person talks at a time.
- ◆ Stay focused - Keep sight of the goal.
- ◆ Share ideas in a concise manner.
- ◆ Listen actively, seek clarity (listen for understanding).
- ◆ Respect others – no sidebars, no yelling.
- ◆ Give opinion not judgment: Check out assumptions.
- ◆ Use collective wisdom to enhance processes and systems.
- ◆ Support decisions outside the room.
- ◆ Follow through on commitments.
- ◆ Assume best intent.
- ◆ Have fun in the process.