

Seattle University Staff Council

Group Norms/Agreements

1. We agree to review these group norms at the beginning of each meeting.
2. Everyone's time is valuable, so be mindful, respectful of the time.
 - Start and end each meeting on time.
 - Provide the agenda/purpose of the meeting ahead of time.
3. Honor the "wholeness" of one another. Learn and use one another's names. Begin the meeting with a brief check-in: how are you showing up today?
4. Make space for everyone to speak. Try not to interrupt others or dominate the conversation.
 - But also allow for time and space for people to process their thoughts when needed.
5. If people need more time to think things through, we shouldn't force people to talk or vote on resolutions immediately. However, when more time to process is requested, we agree to commit to a deadline, so that we can make forward progress.
6. We acknowledge that we will not always agree -- and that's okay!
 - We welcome diversity of perspectives. Be watchful of group think. Raise contrary opinions.
 - Critique the idea not the person.
 - Assume positive intent and give people grace.
7. Be aware of your personal biases, triggers, and conflicts of interest
8. Cultivating transparency and open two-way communication with the campus community
 - Flag things said during the meeting that are confidential (share the idea/topics/tone, not the person), but otherwise it is our responsibility to be as open and transparent as possible.
 - We will eventually have some public meetings, and we will share summaries of meetings so others are aware of what we're talking about.
 - Build space for input from campus and invite commentary, voices from outside this organization
 - Develop procedures/formal processes for how outside individuals/groups can bring issues to us for our consideration