

## Establishing Norms

Below are guiding questions to help Teams develop norms. Norms establish the behaviors and practices that are acceptable for a group. They help ensure that Teams work purposefully and respectfully. Norms should be developed collaboratively so that all members of the Team are invested. Once established, norms should be written down and revisited periodically so that they are consistently practiced. The Team may decide as a group to adjust their norms as needed.

<p><b>TIME</b> <i>When will meetings start and end?</i></p>	<p>Start on time Share phone numbers Text if you are running late Chair can vote to stay later Try and keep meeting to 1 hour 2xs a year there may be a late meeting</p>
<p><b>ATTENDANCE</b> <i>Will there be norms for member attendance?</i></p>	<p>If member has 3 absences their commitment will be put to a vote by other members Talk about reasons for absence</p>
<p><b>PARTICIPATION</b> <i>How will the Team promote active participation by all members?</i></p>	<p>Chair will ask for comments from members before moving on to next topic.</p>
<p><b>LISTENING</b> <i>How will the Team encourage listening and discourage disruptions?</i></p>	<p>Max will monitor discussion</p>
<p><b>ADDRESSING DISAGREEMENTS</b> <i>How will members respectfully disagree and propose alternatives?</i></p>	<p>Make your point 2 rebuttals Can always postpone meeting</p>
<p><b>CONSENSUS</b> <i>What strategies will the Team use to facilitate consensus building?</i></p>	<p>1)Yay/Nay 2)Fist/5 Simple majority</p>
<p><b>EXPECTATIONS</b> <i>What else will the Team expect of its members?</i></p>	<p>Come prepared All discussions stay inside No sidebar</p>