



Group Norms

Time

- We will agree that time is valuable and of the essence, so we will strive to balance urgency with thoughtfulness. We will respect others' time by being concise, following the prepared, orderly agenda and being on time to meetings. Therefore, **the meetings will start and end on time.**
- We will start with a 5 minute nonessential activity while waiting for everyone to get settled. (Perhaps fun ice breaker, or more serious question about bylaws and governance. Not for discussion, just as information gathering exercise. Pass out note cards with questions written on them, collect at the start of the meeting.)
- The General Meeting takes place the second Monday of every month. The committees meet from 6:30-7:00, then the group comes together from 7:00-8:30.
- The SC will meet the Wednesday before the meeting to work through the general agenda (SC heads are responsible for putting together an agenda for their individual committees), then they will meet the Wednesday after to discuss things that were missed at the meeting.

Listening

- **Everyone's voice will be heard**, if we run out of time for a topic- their feedback will be shifted to the parking lot and addressed at the end if there is time, and if there is not then it can be continued in an email thread post-meeting.
- We agree to respect the authority of the facilitator and the moderator.
- We agree to provide eye contact, or acknowledgement to the speaker.
- We will have a talking stick to encourage speaking only when appropriate.
- We will agree that if someone is being too disruptive throughout the meeting, the SC will talk to them afterwards about being an adult and respecting other people.
- We will have a "roundtable" style discussion setting, where everyone feels welcome, and is able to see and hear each other equally.
- We agree to be responsive to multiple forms of communication. We will agree that it's important to check our emails regularly to stay up to date, especially if we hold a leadership role.
- We will respect each other and not interrupt while someone else is talking. Instead, we will listen to what the other person has to say, and then we will be given an opportunity to respond respectfully according to our agreed upon response method.
- We will agree to not have side conversations, as this is an interruption.
- We should have a funny signal to tell people they have reached their time limit, or to tell people to stop being disruptive. The same individual will keep track of accountability (if a person has already volunteered for things that they haven't done, they will not be allowed to continue to take on tasks). → Responsibility of "Mediator", whose role will be alternated amongst the group and will have a set of guidelines to follow as this role.
- We will minimize phone usage and other distractions in meetings.

Decision Making

- **We will put the well-being of the organization and the community ahead of our own self-interest.**
- We will try for consensus. If consensus cannot be reached, divert to 2/3 vote.
- Each person will have a 3 minute window to respond, the speaker will have 3 minutes to answer, and the person will have an additional 3 minutes to close, after this we will move

on and their idea goes to the parking lot. That person can submit a written statement to the Steering Committee, the SC can discuss the issue, then email them back with the finalized decision.

- We will not allow personal issues to enter into decision making and group interactions. Leave it at the door.
- The individual committees will vote amongst themselves on small issues that aren't going to affect the other committees. Example: Programming committee can decide amongst themselves how to hold the nutrition classes. However, they can't decide amongst themselves to spend extra money on it that is not in the budget without bringing that to the SC. (If there is an issue that the group is not sure if they should involve the SC, then the committee head should run it by the SC for guidance.)
- The SC will gather the opinions of their group before voting on issues! As heads of the committee, you are the representative of a larger group therefore you cannot vote with just your opinion in mind. Bring the topic to your group, discuss it, and then bring the majority decision to the SC as your committee's vote.
- If a person is not actively involved and does not show up to meetings, they are not eligible to vote. Only active members are allowed a vote. However, if they absolutely cannot be present at a voting meeting, the presentation will be sent out via email before the meeting and the active member who is not able to attend may send their vote in via email before the meeting.
- If a person is not present for a vote, even if they are an active member, they cannot "un-do" a vote. We will have faith in our team.
- We will express disagreement with ideas, not individuals. We will not attack others just because they disagree.
- We will truly try to meet consensus. Not everyone will always agree, but that cannot create a stand still. We need constant motion in order to succeed.
- We will understand that diversity is to be encouraged and valued. We will appreciate each other's' backgrounds and opinions, especially if they don't match our own.

Participation

- **We will understand that participation is a right and a responsibility.**
- We will agree to pay a membership fee as means of committing to our group.
- We will encourage participation by creating a safe environment.

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- Members must have a set amount of participation to have a vote and receive member benefits. (Example: You must be present at at least 50% of the meetings, contribute “x” service hours to the kitchen (doing practical things such as cleaning, organizing, stocking, volunteering at events or to organize events, etc.), you must pay your membership fee, you must be accountable, etc.)
 - Meetings will be open to the public, but those who wish to vote or receive member benefits must meet the requirements of an active membership.
 - If a person comes to a meeting late, the group will not backtrack for them. It is their personal responsibility to find the meeting minutes to catch themselves up after the meeting . Late comers will not interrupt the meeting.
 - The Steering Committee will make yearly commitments to their positions. After a year, the committee will vote again. A person is able to be re-elected up to three terms.

Expectations

- **We will respect, value, and adhere to the group norms.**
- We expect all of our members to assume good intentions of one another, and in turn to have good intentions. We are here for the greater good of the organization and will not promote our individual agendas.
- The Steering Committee will hold their individual committee members accountable. As a leader, it is just as much your responsibility to ensure your group is doing what they say they will, as it is their responsibility to follow through. Lack of accountability will ultimately lead to a loss in membership benefits.
- Everyone only commits to what they’re really willing to do and everyone is held accountable.
- Each meeting will have the following positions filled by alternating members:
 - **Facilitator:** To lead the discussion and follow the agenda.
 - **Time Keeper:** Keeps the time according to the agenda.
 - **Note Taker:** Keeps meeting minutes and makes sure they get onto FC and get emailed to the group.
 - **Mediator:** Gives the sign to stop talking when they’ve reached their 3 minute response limit, keeps track of what people have signed up for (with help of the SC), Gives sign to not interrupt and to end side conversations, Keeps track of parking lot ideas.