

Seattle University Staff Council Group Norms/Agreements

We agree to review these group norms at the beginning of each meeting.

1. **Everyone's time is valuable. Please be mindful and respectful of the time.**
 - Start and end each meeting on time.
 - Provide the agenda/purpose of the meeting ahead of time.
2. **Honor the "wholeness" of one another. Learn and use each other's preferred name(s) and preferred pronoun(s).**
3. **Begin the meeting with a brief check-in: how are you showing up today?**
4. **Make time and space for everyone to speak. Try not to interrupt others or dominate the conversation. Support silence when needed.**
5. **We will support participative decision-making by being attentive and intentional about our decision process.**
 - Identify decision items.
 - Provide information ahead of time.
 - Make clear choices about how we handle each item.
6. **Allow for members to process their thoughts before voting on a resolution. When more time to process is requested, we agree to commit to a deadline so that the council can make forward progress.**
7. **We acknowledge that we will not always agree, and that is welcome.**
 - We support diversity of perspectives.
 - Be watchful of group think.
 - Raise contrary opinions.
 - Critique the idea not the person.
 - Assume positive intent.
 - Give others and ourselves grace.
8. **Be aware of your personal biases, triggers, and conflicts of interest.**
9. **Cultivate transparency and open two-way communication with the campus community. Identify items said during the meeting that are confidential.**

Once a quarter, read staff council purpose statement and university mission statement.

Some considerations for group norms or practice

We recognize that we serve as representatives and the voice of the university staff, not as employees in the positions we hold. (Include in onboarding/retreat.)

Sometimes our meeting practice can make it difficult to follow the norms: when an item is scheduled for very quick decision or a decision is included within a report (even with good intentions to speed work along), this creates a situation where it is difficult to raise a contrary opinion or have time for more consideration before deciding.