Collective Leadership and Meeting Agreements
(may also be called Ground Rules, Group Agreements)

Think well of each other. We are all good people, doing our best work. We recognize and value that we each enter this experience with the intention of building a shared understanding and goal of moving forward. Understand the difference between intent vs. impact.

Address the ideas, not the person; Personalize our statements. We use “I” in dialogue and “we” when formally representing a group. We avoid using “you” in confrontation or in hypotheticals. (We understand that ‘I think you are wrong’ is not an I-statement.)

Avoid Assumptions, Ask Questions. We may not all know what each other is thinking or feeling, nor do we know the different experiences that many folks bring into the room. Ask questions or ask someone to give a longer explanation to make sure you understand their point or perspective.

Share the Space; Speak Up, Hold Back. Participants who like to talk should “hold back” and create a space for those who are quiet. Quiet people should “speak up” and contribute to the group so that all may learn. All participants have an equal opportunity to participate during workshop and small group sessions. Facilitators will help draw out quieter people and ensure that more vocal people do not dominate. Be Aware of Time. Ask yourself to W.A.I.T. (Why Am I Talking?) There is time to explore points and ask questions. There is not time for speeches or storytelling that do not address the task at hand.

React Minimally, Act Maximally. If something triggers an emotion, take a few minutes to gather before responding. Consider using the “Ouch.” If you do hear a comment that feels oppressive or hurtful, say “ouch.”

Be here. Arrive promptly. Resist use of cell phones.

Keep Confidentiality. What’s said here, stays here. Share ideas and concepts only, do not attribute without permission.

Expect Unfinished Business. It is impossible to fully address everything we have to talk about.