# Meeting Norms E&E Identified as Especially Important at March 22 meeting:

* We will respect everyone’s time by starting and ending on time.
* Be prepared and come ready to engage. Read the agenda and do any prework ahead of time.
* Come empowered to make commitments for your area or function.
* Put aside other topics and work so you are ready to focus on discussion at hand.
* Make sure everyone’s voice is heard, and that everyone has a chance to speak once before someone speaks on a topic for a second time.
* Look ahead to positive action, not back on shouda, woulda, coulda.

## [from Courageous Conversations about Race protocol]

* Stay engaged (mentally, emotionally, and physically). Be mindful of the message you may be sending if you chose to access devices while others are speaking.
* Experience Discomfort
* Speak Your Truth - be honest and speak your truth as you see it. Use “I” phrases and avoid assuming to speak on behalf of others. (“Students think…” or “Faculty think…” etc.)
* Normalize Social Construction of race and Multiple Perspectives (i.e. there’s more than one way to look at issues. Whose perspectives are we missing?)