

# Inclusion, Diversity and Equity Committee

## Establishing Our Ground Rules for Meetings

### 1. Respect

We have differences in opinions and different experiences. Respect each other's thinking and value everyone's contributions.

### 2. Listen

Stay mentally and physically present. Be open to what is said. Be non-judgmental. Value the learning. Listen to get smarter.

### 3. Speak Honestly

We speak from our own experiences. Use "I" statements and avoid generalizations.

### 4. Offer Solutions

We can respect others' point of view without agreeing. If you disagree with a proposal or state a problem, offer a solution.

### 5. Share Your Thoughts

We want everyone to have a say. Be patient and don't interrupt. Participate in the RoundTable.

### 6. Contribute to Committee Goals

Participate 100% by sharing ideas, asking questions and contributing to discussions.

### 7. Stay on Point — and On Time

Respect our group's time and keep comments brief and to the point.

### 8. Close Decisions and Identify Action Items

Make sure decisions are supported by the group — or they won't be acted on.

### 9. Be Intentional with Discussions

Bring up issues and action items that align with committee goals.

### 10. Suggest Agenda Items

We want everyone to contribute to committee meetings. Please include a brief explanation of your suggested agenda items when submitting it.

