## Meeting Etiquette

# Purpose

Meeting agreements establish expectations of social behaviour. Their use will improve View Court meetings.

# Policy

* One person speaks at a time
* Interruptions/crosstalk are discouraged
* comments are concise and to the point
* All comments and behaviours are respectful
* Judgments are discouraged
* Speak about issues, not about people
* Speak for ourselves, not for others
* Listen open and actively
* Share speaking time
* Laugh and enjoy!
* (2008-1-29)

# Procedures needed to carry out this policy

1. Instructions on how to use a meeting agreement and a printed copy of this sample agreement for committees.