

# Sample Meeting Norms

Meetings with families and community members are all opportunities to build greater trust and a lasting, informed, and involved community. **Take every opportunity to do it right!**

## What are Meeting Norms?

- Meeting norms are ways that your group agrees the meeting will go, how participants will behave, and what you hope to get out of the event.

### How to Use Them

- Begin meetings with students, families, and community members by offering a few basic meeting norms for all members to follow and ask for community input to complete the list.
- This list should include norms for how you will engage together during this meeting and should be flexible to meet the needs of the community members in the meeting.
- Meeting norms should be written in large text and remain visible throughout the meeting.

## Sample Norms:

- We will treat each other with respect
- We will be present both physically and mentally
- We will ask questions when in doubt
- We will encourage the participation of all participants
- We will keep what is said anonymous, unless otherwise specified
- We will be sensitive to different perspectives and experiences
- We will keep to our agenda, and finish on time
- We will take notes and share back what we hear with the group

Check out [Learning Forward's](https://learningforward.org) tool for building meeting norms for more, at [learningforward.org!](https://learningforward.org)

