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 tool for building meeting norms for more, at learningforward.org!