

Meeting Norms, Online Etiquette, and Community Agreements (as of 09/22/2025)

Note: The following meeting etiquette was adapted from the PBC meeting as guidance.

Meeting Norms Reminder

- Start and end on time
- Stick to allotted time per agenda item
- Complete pre-reading and preparation before meetings
- Minimize acronym use

Online Etiquette

- Mute microphones when not speaking
- Avoid joining Zoom audio from a shared physical meeting room
- Encourage attention to chat and emoji hand raises during hybrid meetings

Community Agreements

- USE “I” Statements: Speak from your own experiences
- ONE Mic, ONE Voice: One colleague speaks at a time
- MAKE Space, TAKE Space: Balance speaking time—step back if speaking often, step up if quiet
- ASSUME the Best: Assume colleagues’ intentions are positive
- CORRECT Gently, but Do Correct: Address hurtful comments respectfully
- LEAN into Discomfort: Be open to difficult conversations and team learning
- UPHOLD Commitments: Honor your commitments and communicate challenges
- PERSONALIZATION: Add agreements unique to this Participatory Governance unit