

Meeting Norms, Online Etiquette, and Community Agreements (as of 9/10/2026)

Aligned with Cañada College's mission to foster equity, inclusion, and anti-racism, these meeting norms and community agreements aim to create a respectful, accountable space where all voices are heard and valued.

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, while Acknowledging Impact:** Recognize that intent and impact can differ. When harm occurs, take responsibility, listen, and repair relationships.
- **CORRECT Gently, but Do Correct:** Address hurtful comments respectfully.
- **LEAN into Discomfort:** Be open to difficult conversations and team learning.
- **ALIGN with Mission and Values:** Uphold the College's mission of student success, inclusion, and anti-racism through our interactions and collaborative work.
- **COMMIT to Anti-Racism and Equity:** Engage in conversations and decisions that actively challenge bias and systemic inequities, and support practices that promote belonging for all members of our community.
- **UPHOLD Commitments:** Honor your commitments and communicate challenges.
- **PERSONALIZATION:** Add agreements unique to this Participatory Governance unit.

These agreements are a living framework to support inclusive, anti-racist, and mission-driven collaboration. We commit to revisiting them regularly to ensure they reflect our evolving understanding and community needs.