Developing Norms Worksheet

When Establishing Norms, Consider	Proposed Norm
Time • When do we meet? • Will we set a beginning and ending time? • Will we start and end on time?	
Communication/Listening • How will we encourage active listening? • How will we discourage interrupting? • What are our expectations about cell/phone/laptop use? • How will we address power or influence issues?	
Confidentiality • Will the meetings be open? • Will what we say in the meeting be held in confidence? • What can be said after the meeting? • How will we share information after the meeting?	
Decision Making • How will we make decisions? • Are we an advisory or a decision-making body? • Will we reach decisions by consensus? • How will we deal with conflicts? • How will the team use data?	
Participation • How will we encourage everyone's participation? • Will we have an attendance policy?	
Expectations • What do we expect from members? • How will the group share the workload? • How will we recognize and accommodate style differences? • Are there requirements for participation?	

Used with permission by the National Staff Development Council

Operating Procedures	Proposed Operating Procedures
Meetings • How frequently will we meet? • Where do we meet? • When will the meeting begin and end? • How long will the meeting last? • Can meeting be shortened? • Who will decide? • Who can cancel meetings? • Is it acceptable to call emergency meetings?	
Minutes • What format will be used to present the minutes? • To whom and how will minutes be distributed? • What is the process for amending and approving minutes as public record?	
Agenda • Who prepares the agenda? • How do participants/others influence the agenda? • How are emergency items/new business/surprises handled? • How far ahead are agendas distributed? • Who gets a copy of the agenda? • When are minutes distributed?	
Other agreements	