

## GROUP NORMS

1. The right of each individual to speak his/her mind in a kindly way.
2. The necessity for each member to be patient and understanding with each other.
3. The recognition of unity in diversity.
4. The importance of making major decisions by consensus (defined as at least 70% of those present); Minor matters by simple majority.
5. The need to allow enough time for consensus to develop on major decisions.
6. The need for confidentiality. While it is recognized that committee members will be asked to interpret committee decisions it is unethical to report how individual members responded. When sensitive issues need to be discussed, the committee needs to go into "executive session."
7. The willingness to support and defend all actions voted by the committee. This need not apply to recommendations made to the constituency or to another committee.
8. The development of an agenda with adequate support materials. This agenda with supporting data is to arrive at least one week before the committee meets.
9. The right of each member to submit items to the chairman for the Agenda. These

items need to be submitted two weeks ahead of the committee meeting.

10.The importance of setting beginning and ending times for the meeting. Each meeting is to begin and end on time unless a consensus exists to do otherwise.

11.The use of small group discussion on major items so as to allow for more participation.

12.The willingness to discipline itself as needed.

13.The stressing of social time together - at least one retreat a year.

14.The need to revise the norms in the light of experience.