



Parkside Elementary School Meeting Norms

Process Norms:

- ✓ We will respect everyone's time by starting and ending on time.
- ✓ Only one conversation at one time. Refrain from side-talk.
- ✓ Be present.
- ✓ Listen and be open-minded.

Brainstorming Norms

- ✓ All ideas are good ideas
- ✓ Build on the ideas of others. Use "Yes, and...", avoid "No, but..."
- ✓ Defer judgment of ideas during brainstorming.

Decision-making Norms

- ✓ We will use voting as our decision-making process.
- ✓ Each person is responsible for ensuring they understand the options and arguments before making the decision.
- ✓ Be willing to support a team consensus even if you initially do not agree with it.
- ✓ Do not push your ideas on the team after a decision has been made.
- ✓ Acknowledge when you are playing "devil's advocate" to help test a decision or idea.
- ✓ Separate your own personal feelings from what's best for the organization or team.