



OSB Board of Governors

Meeting Norms

Adopted June 23, 2023

1. **Listen respectfully.** Do not interrupt. Seek first to understand, then to be understood. Be curious.
2. **Speak respectfully.** No personal attacks. Avoid swearing.
3. **Assume good intent.** We are all doing the best we can. Seek to meet people where they are.
4. **Speak from "I" perspective.** Say what is true for you.
5. **Give time to process.** Be mindful of and attempt to balance introvert and extrovert sensibilities.
6. **Participate.** Each person has a perspective that is valuable to the decision-making process. Seek to share your perspective in the way that works for you. If you have not spoken in a while, the chair may check in with you to make room for your voice.
7. **Let others participate.** Monitor the space you are occupying in the discussion. The chair may defer calling on you if you have already spoken so that other voices and perspectives can be shared.
8. **Be present.** Recognize that your multi-tasking may interfere with your attentive presence and be a distraction to others. Limit outside work to the extent possible. At the same time, do not police the activity of others.
9. **Come prepared.**
10. **Stay on topic.**
11. **Respect people's time.** Strive to be on time, start on time, end on time.
12. **Speak up** if someone is not following the ground rules, bylaws, or BOG responsibilities.