

## **Rules of Respectful Engagement**

A policy of “Respectful Engagement” will underlie all Planning Council activities, which include meeting activities as well as one on one interaction of all Planning Council members & any other individuals who may engage with the Council. These rules are to be adopted & standardized through the entire group, not just the co-chairs or facilitators. All members of the group/committees are co-facilitators and leaders, and are expected to actively participate in encouraging and supporting these member behaviors.

<b>Concept/Rule</b>	<b>Explanation</b>	<b>Kinds of Behaviors that support the rule</b>
1. RESPECT	Respect for the work, respect for the process, respect for fellow Council members & respect for self	1. All behaviors and concepts of Respectful Engagement (see below)
2. It's ok to disagree	Differing opinions may be openly expressed- respectfully. Everyone arrives with different experiences and opinions, and that is the value we EACH bring	1. Don't feel offended if someone does not agree with your position, or embarrassed to articulate a differing viewpoint. 2. Take objection to an idea, not to a person.
3. Listen to others	Open up and listen with a view to hearing ALL ideas; you may learn something that may help to change your opinion	1. Don't block out others opinions as they speak, or tune out by practicing what you are going to say as they are speaking, especially if you THINK you may disagree; you never know, you may learn something.
4. Everyone participates, no one dominates	Everyone must be allowed to contribute equally, and this pertains to those who are more vocal than others. This is the process of community decision making	1. Wait your turn to speak, especially if you have already had a chance to voice your opinions. 2. Facilitator may solicit ideas from those who may not have had a chance to provide input before allowing others to speak again. 3. Carefully observe if others seem to want to talk, and challenge yourself to allow them to speak as well.
5. Honor time limits	Respects times set up for meetings. This allows the meeting to stay on track.	1. Come in on time 2. Keep an eye on the amount of time spent on one specific agenda item 3. End on time
6. Engage in respectful dialogue and interaction that allows the opinions of all – even if you may disagree	Don't denigrate others for ideas that you may not agree with. (this ties into the concept of "it's ok to disagree")  Openly/Actively LISTEN to & welcome/encourage all ideas. By allowing the free flow & sharing of ideas, new learnings and understanding may be acquired	1. Listen to all ideas with respect 2. Use positive comments to affirm & appreciate others opinions, even if they may not be your own. 3. Do not use negative comments to characterize either an idea or a person if you disagree with that opinion. For example, instead of saying "I think you're stupid", or "your idea is stupid" you may simply say "I respectfully disagree"

<p>7. Stick to the agenda, stay on task</p>	<p>Respect the group goals by paying attention to the agenda. This is what the meeting is about, help focus the group on what to do to get these tasks accomplished</p>	<ol style="list-style-type: none"> <li>1. Discuss matters that are relevant to the discussion topics at hand.</li> <li>2. Keep side discussions and conversations at a minimum</li> <li>3. Monitor the amount of time spent on each agenda item in order to accomplish group goals</li> </ol>
<p>8. Keep an open mind</p>	<p>Learning from each other requires being willing and able to “hear” each other. Be willing to assess, accept and incorporate ideas you may not have understood or entertained before.</p>	<ol style="list-style-type: none"> <li>1. Don’t have an opinion formed even before someone else starts speaking</li> <li>2. Don’t begin formulating your response even before they speak</li> <li>3. Listen- you might learn something new</li> </ol>
<p>9. Do not repeat what others have said</p>	<p>Take pains to recognize that your role in the group is not about grandstanding or getting recognition for your comments. If it has been said before, you don’t need to repeat it, unless it’s during the taking of a vote, at which point it’s okay to reiterate that you agree with a specific opinion. This helps in time management and group efficiency.</p>	<ol style="list-style-type: none"> <li>1. Use phrases like “I agree with that thought” “I second that idea”</li> <li>2. Don’t speak just because you want to get yourself heard. It’s about the group’s voice being heard.</li> </ol>