



7 Keys to a Respectful Meeting

We can all help improve respect and civility in our community.

To help achieve this goal, our expectations are that we will:

- 1. Listen attentively.**
Stay in the moment. Pay attention to what is being said instead of thinking ahead to what you want to say in response.
- 2. Respect the opinions of others.**
You don't have to agree. Respect that others have their own experiences that shape their opinions.
- 3. Keep an open mind.**
Take time to weigh all sides of an issue.
- 4. Give constructive comments, suggestions, and feedback.**
Before you speak, ask yourself if what you have to say is helpful, civil, or necessary.
- 5. Avoid personal attacks.**
Getting personal doesn't advance the conversation, and it doesn't build a positive reputation.
- 6. Remember the things we have in common.**
Start with what you agree on. You may have less disagreement than you thought.
- 7. Value the people, process, and results.**
If others are willing to discuss difficult issues, show appreciation for their participation and the results.

For You to Consider

- In what other meetings could you use these expectations?
- Are people in leadership positions being good role models of respectful behavior?
- Are there any additional expectations that would be beneficial for your group to add?