



RULES OF ENGAGEMENT

These engagement rules are designed to create and maintain a safe space for members to share their perspectives and achieve the committee's goals.

Rules of Engagement for all Committee Members

- One person speaks at a time.
- Speak openly and honestly and share from your own perspective. Do not speak for anyone else or ask anyone to speak on behalf of a community.
- Practice active listening by listening to understand, rather than respond
- Ask questions from a place of curiosity for the other person's perspective - remember that respectful disagreement can lead to healthy dialogue
 - Examples: Tell me more. Do you have an example? Could you expand on what you mean?
- Use the Chat and Reaction features to respond and make it known you have something to add to the discussion
- While good intentions are important, they don't exclude you from making mistakes. Some people may have other perspectives that conflict with your intentions.
 - Be mindful of your intentions AND of how you express them
 - Be open to corrections and feedback
 - i. Example: [Tips to recovering from a diversity faux pas](#)
 - Be open to understanding others' perspectives
 - Speak up if you feel offended/slighted
- Take actions that will allow you to be fully present
 - Examples: turn off notifications, minimize screens, let colleagues know you'll respond after the meeting, silence your phone

Facilitation Guidelines for Committee Chairs

- Post the Rules of Engagement for all Committee Members in a visible place for the group
 - Examples: top of agenda, poster hanging in the room
- Ask the group to review the Rules of Engagement regularly, ask questions to check in on how the group is doing maintaining them, and encourage the members to speak up if they feel something needs to be addressed
- Use a Check-in or Check-out question or activity to allow the members to get to know each other and to create a comfortable, welcoming space for conversation
 - Examples:
 - What's one thing most people don't know about you?
 - What is the most defining moment of your life thus far?
 - What's the best part of being you?



- Manage participation and invite everyone to share
Example: I'd like to hear from everyone. Let's hear from someone who hasn't shared yet. Those who haven't spoken up, what do you think?
- Move the discussion through the agenda to get to all the topics; determines what needs to be adjusted in the agenda
- Ensure there is clarity of next steps – determine Who will do What by When and How will we Follow up?
- Rotate facilitation so everyone gets an opportunity to lead and learn

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