WORKING AGREEMENTS INVENTORY

Working Agreements should address five primary aspects of interaction:

- ✓ Guidelines for membership.
- ✓ Method for arriving at an outcome.
- ✓ Key process agreements.
- ✓ Any ethical considerations.
- ✓ Standards of participation and conduct.

Some groups have by-laws or a formal charter which outline many of the "rules of the road", but Task Groups and Advisory Groups typically lack such a formal mechanism.

This list indicates some of the key details a group should clarify before the deliberations begin!

Definitions of group membership

- ☐ How a member is appointed (_____)
- ☐ Length of member terms (_____)
- ☐ Appointment of group officers
  - ☐ Roles
    - ☐ Chair or team leader(s)
    - ☐ Vice-chair
    - ☐ Other (_____)
  - ☐ Appointment process (_____)
  - ☐ Length of officer terms (_____)

*Arriving at an outcome**

**"outcome" = decision, agreement or conclusion*

- ☐ Voting model
- ☐ "Consensus-intention" voting model
  - ☐ Majority/minority reports
    - ☐ Allowed ☐ Not allowed
  - ☐ Definition of a quorum (_____)
    - ☐ Definition of "majority" for voting purposes (_____)
- ☐ Consent model
- ☐ Consensus model

Determining key process agreements

- ☐ Agenda protocols
  - ☐ Distributed in advance (___) days prior to the meeting)
  - ☐ Established method for getting an item onto the agenda
- ☐ Materials for consideration
  - ☐ Distributed in advance (___) days prior to the meeting)
- ☐ Discussion protocols
  - ☐ Parliamentary procedure
    (Members speak to the merits of proposals Members are recognized before speaking)
  - ☐ Modified parliamentary procedure
    (Procedure used when needed to further the discussion and insure fair participation)
  - ☐ Open format (Members "keep their own gate")
- ☐ Meetings are facilitated
  - ☐ By the team leader or chair
  - ☐ By a facilitator
  - ☐ By members who rotate the function
- ☐ Role of the facilitator
  - ☐ The facilitator may participate in the discussion
  - ☐ The facilitator may frame issues or broker agreements, but not participate in discussion
  - ☐ The facilitator only participates in process, not in content, framing or brokering
- ☐ Role of proxies
  - ☐ Allowed or ☐not allowed
    If allowed:
    - ☐ Empowered to act for an absent team member

- ☐ Empowered to listen and report back only
- ☐ **E**mpowered to participate even if regular member attending

☐ Substitutes, in event a member drops out.
- ☐ Not allowed. ☐ Allowed. If allowed, how appointed (_____)

☐ Meetings start and end on time

☐ Notes are kept and distributed
- ☐ (___) days after the date of the meeting)

☐ Privileges of non-members attending meetings
- ☐ May participate
- ☐ May not participate
- ☐ May participate at specific points on the agenda

☐ Member representation
- ☐ A stakeholder group (for instance, a neighborhood representative)
- ☐ All stakeholders (for instance, the Mayor)
- ☐ Individual member point of view

☐ Purpose, charter and role for any sub-committees

☐ Agreements on momentum
- ☐ Commitments to productive discussion practices (e.g. speaking to agenda topics only, solutions not concerns, 2-person dialogs taken off-line, etc.)
- ☐ Timeframes for completion of tasks and the work of the group.
- ☐ Limits on calls for additional or new data**.**
- ☐ Timeframe for commenting/reopening discussion conclusions / decisions.

Considering group ethics

☐ Conflicts of interest

☐ Disclosure of conflicts

☐ Confidentiality requirements

☐ Open meeting policies relative to convening a quorum

☐ Lobbying outside of the meeting

☐ Media contacts, or any other public discussion of the work of the group

Determining standards of participation, conduct and courtesy

☐ Standards for respectful and courteous conduct
- ☐ Waiting to speak in turn
- ☐ Speaking with civility, both in tone and content
- ☐ Valuing diverse perspectives and the right of others to express differing points of view
- ☐ Avoiding adherence to a position or ideology and seeking solutions all can support.
- ☐ Speaking to issues, not individuals (Avoiding making or taking issues personally)
- ☐ Arriving for meetings on time
- ☐ Striving for brevity, avoiding restatement or speech-making
- ☐ Avoiding side conversations and distractions during meetings
- ☐ Sharing information and opportunities to participate fairly among all members
- ☐ Turning off all electronica (☐ cell phones ☐ beepers ☐ lap tops)

☐ Expectations for level of participation at meetings ☐ "Share the floor" ☐ "Participate!"

☐ Attendance commitments

☐ Commitments to be prepared for the meeting

☐ Support for decisions of the group

☐ Extension of trust relative to the intentions of other members

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