



Norms are standards of behavior a team expects of its members.

By explicitly stating norms, every member of the group will understand how we aspire to interact with each other.

- We will use Robert Rules to conduct meetings.
- We will respect everyone's time by starting and ending on time.
- Only one conversation at one time. Refrain from side-talk.
- Capture off topic items in a 'parking lot' and agree to discuss them later at a designated time.
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track and need to move an issue to the "parking lot."
- Challenge past assumptions and sacred cows.
- Develop respect and an ability to listen and consider outlying opinions or ideas
- Look ahead to positive action, not back on shoulda, woulda, coulda.
- Aim for GETGO – good enough to go, not perfection.
- Everyone is responsible for upholding the norms. Acknowledge if you notice we are not doing so.
- Clarify when you are advocating vs offering an idea.
- Be willing to support a team consensus even if you initially do not agree with it.
- Separate your own personal feelings from what's best for the PAC.
- Say it now, in the room. Avoid waiting till later to raise an issue.
- All voices count. All opinions are valid, but offer reasoning behind your thinking.