

Meeting Agreements

Adopted by the Board of Governors on February 11, 2021

At in-person and virtual meetings, we aim to bring our **Society-wide ideals** to the table:

- **Commit** to bringing all voices to the table through a collaborative, productive conversation.
- **Respect** the structure and format of the gathering as presented by the facilitator.
- **Care** about each other's experiences, perspectives, and reactions to what is being discussed.
- **Trust** that everyone brings positive intent and a willingness to learn.

To do this, we will:

- **Be self-aware:**
 - **Commit to learning** from other people and be willing to change your opinion based on the conversation.
 - Acknowledge visible and invisible **imbalances of influence** and bring others into the conversation accordingly.
 - **Seek to affirm** the contributions of others.
 - **Step up** if you have an opinion or want to participate, **step back** if you have shared your thoughts repeatedly.
- **Acknowledge that everyone makes mistakes** and aim to learn from them:
 - **Say oops** and/or acknowledge when you may have unintentionally said something and wish you had not.
 - **Say ouch** when someone's words or actions may have hurt you.
 - **Pause the conversation** to address discomfort when appropriate.
 - **Be specific** when acknowledging harm and **be open** to constructive feedback.
- **Honor the format** of the meeting:
 - **Assume that everyone is new** to the rules and explain them at the outset.
 - **Follow the rules** even if they seem strict (e.g., speaking time limits).

We all want this organization to succeed and for its members to have a positive experience. We are all core contributors to this outcome.