

DRAFT
Meeting Norms for Senate-Related Work

We strive for:

1. **Shared leadership:** All are responsible for reinforcing norms and ensuring the meeting is productive.
2. **Full participation:** Come to meetings on time and prepared to participate. If absent, notify the chair.
3. **Achieving the agenda:** The agenda will be distributed in advance, and members will strive to stay focused on the agenda.
4. **Safe environment:** All voices are solicited, actively listened to, and valued.
5. **Civilized disagreement:** We disagree in a respectful, professional manner and work toward a better understanding of one other.
6. **Self-assessment:** We self-check our own behavior, and we regularly assess how well the team is functioning and adjust accordingly.
7. **Sense of humor:** Have fun while working towards our common goals.