



Facility Planning Committee Operations

We respect each other's viewpoints. We understand that each of us represents legitimate stakeholders in our community. We bring our expertise in each area to help the group do their work. However, we agree that 'grandstanding' and defending our own turf is not the best way to serve our communities' children.

Draft Meeting Norms:

- Only Planning Committee members will be able to participate and vote.
- We will treat each other with respect.
- We will be present at all meetings, both physically and mentally.
- We will use our time wisely, starting and ending our meetings on time.
- We will be on time and allow no interruptions to make or take phone calls, etc.
- We will be concise when we speak and seek to listen - encouraging others to participate.
- Topics outside the agenda will be documented and tabled for a later time.
- When members miss a meeting, we will share the responsibility of bringing them up to date.
- We will notify the team in advance of any absences.
- We will leave titles at the door. All team members are equals.
- We will ask members who defend their own 'turf' to step back and let others advocate on their behalf.
- We will address conflict by dealing with the issue, not the person.
- We will ask questions when in doubt.
- We will have data at every meeting.

Source: Modified from Northwest Positive Behavioral Interventions and Support Networks www.PBISnetwork.org