**Systems Advisory Board Meeting Ground Rules:**

**Participation**

* Everyone participates, no one dominates
* Be inclusive and allow space for everyone to contribute, particularly youth
* Show up and CHOOSE to be present (step out if need to use phone)
* Share your unique perspective and experiences (not others)
* Remember that no one can speak for “All” people

**Time**

* Share the airtime (say what you have to say and then move on)
* Staying on schedule is everyone’s responsibility; honor time limits
* Minimize the revolving door: Start and stop on time (Intentionally don’t have break so take personal breaks as needed)

**Communications**

* Listen first to understand – inquire (ask) before you advocate (persuade)
* Listen from the “We”, but speak from the “I” (Use I statements)
* Allow and prompt for every voice to be heard (Prompt & invite, but don’t force & require)
* State your “headline” first, then the supporting information, as necessary
* Whatever is said in the room stays in the room (avoid triangulation)

**Consideration**

* Seek unity (not separation); Begin with what unites
* Seek common ground and understanding (not problems and conflict)
* Disagree without being disagreeable
* Critique ideas, not people
* Be positive and open to new ideas
* Assume positive intent first
* Respect and value the contributions of others

**Check Yourself (not Others)**

* Treat everything you hear as an opportunity to learn and grow
* Challenge yourself first before others

**Embrace Change**

* With transformation and change, expect discomfort
* Ask “what’s possible?” not “what’s wrong”? Keep asking
	+ “Yes…and” thinking (not, “Yes…but”)
* Stay out of the weeds and the swamps (don’t get stuck; avoid the minutia)
* Have fun and enjoy the journey!