**PROPROPOSED COALITION MEETING NORMS**

DRAFT

**Zoom Norms**

1. Mute yourself if you’re not talking.
2. Use Zoom’s raise hand function if you have something to say.
3. Limit distractions by turning off your camera if you need to take another call.

**Community Norms**

1. **Be aware of power dynamics.**
   * Be aware of how class, race, gender, newness to the group, job title, and other identities may cause people to be more or less hesitant to share their opinion. Recognize that there are people in the group who have experienced poverty, homelessness, or other forms of oppression themselves. It is critical that people with lived experience are heard and able to contribute to this work.
2. **Listen to learn.**
   * Be an active listener. Listen to learn, not just to respond.
3. **One person speaks at a time.**
4. **Speak from your own experience.**
5. **Make space, take space.**
   * If you are someone who does not tend to speak a lot in meetings, we encourage you to take space. We want to hear what you have to contribute!
   * If you are someone who tends to speak a lot in meetings, make space for other voices. Before speaking, ask yourself: Why am I Talking (WAIT)? Am I contributing anything new to the conversation? Are there perspectives that haven’t been heard? Should I allow people who haven’t spoken yet to speak?
6. **Assume best intentions *and* take responsibility for impact.**
   * Intentions and impact do not always align. If appropriate, ask clarifying questions to understand the perspective of someone you disagree with. Challenge ideas, words, and actions but refrain from personal attacks. If someone points out unintended negative consequences of your words or actions, acknowledge that impact and take time after the meeting to reflect and educate yourself.
7. **Be aware of time and agenda.**
   * The facilitator has permission to keep the meeting on track.