

BEST PRACTICES FOR PRODUCTIVE SBAC MEETINGS

The following meeting guidance is meant to encourage equitable participation in our discussions and respect for one another's opinions and positions while allowing everyone an opportunity to be heard and provide valuable input.

Make space/take space

Participate in the conversation and be aware of your own time speaking. If needed, timekeeping will be used to allow room for all voices to be heard.

Listen to understand

Focus on what is being said rather than how you will respond. Be present and attentive, minimize distractions, and ask questions.

Ask genuine questions

Meaningful questions inspire curiosity and help us understand our different perspectives.

Succinctly state views and explain reasoning

Stating our views clearly helps us understand how we reached our conclusions and where our reasoning differs. Always be mindful of time and speak your truth.

Speak responsibly

Our own viewpoint is just one part of the whole. Share your views honestly and be mindful that your words could have a negative impact on others and cause harm.

Note: these were adapted from multiple sources including the EMSWCD The Agreements and the Harvard Business Review article 8 Ground Rules for Great Meetings by Roger Schwarz (2016).