

# LMS NORMS

## Meeting Code of Cooperation

- Assume good intent
- Anonymous way to put things on the agenda
- **Arrive on time and end on time (time management)**
- Schedule enough time to discuss certain topics (discipline, dress code, etc.)
- **Votes anonymously**
- Allow people to complete their thoughts
- **Use a protocol that allows all to provide input (time limit to comments)**
- If possible, come prepared with a solution or possible solutions
- Speak with respect (**Listen, speak, and respond with respect**)
- Treat others as you would like to be treated
- Recognize that we all have a color (different personalities)
- Minutes provided in a timely manner to all staff

Individual	Group

Updated: August/September 2010