

## Tips for Establishing Group Agreements

It is recommended that the following discussion occur during a coalition's first few meetings. However, group agreements can be developed at any time.

- Brainstorm with the group- “What rules or agreements could we establish to help you feel comfortable participating at meetings and events?”\*
- Scribe group member suggestions on easel paper.
- Discuss and gain consensus on the agreements by asking the following:
  - “Any questions/comments about these?”
  - “Any that you feel will cause problems?”
  - “If not, are we all in agreement on functioning under these rules/agreements when working together?”
- Copy the final list onto easel paper and note them in meeting minutes.
- After adoption of group agreements:
  - Post them at coalition meetings on the agenda, wall chart or table tents.
  - Share the listing of agreements with potential members.
  - Revisit the rules/agreements as needed with the group, and always when there are new members or guests present.
  - As the coalition works together, add to or revise the list as the need arises.

### **Some commonly used group agreements are:**

- Respect the agenda/Start and end on time.
- Give everyone an opportunity to speak.
- Respect others opinions.
- Decisions will be made via (i.e., consensus, majority vote, Robert's rules of order, etc.)