

PORTLAND COMMUNITY OVERSIGHT ADVISORY BOARD

Guidelines for Maintaining Common Ground

Approved September 10, 2015

- As COAB members we assume responsibility for the quality of our work together, during meetings, discussions and all other communications. We agree to:
 - Abide by these ground rules
 - Critique ideas, not people
 - Work toward shared understanding
 - Speak from personal experience, without generalizing, use “I” statements. Speak to all with the utmost respect.
 - Avoid “cross talk,” listen respectfully when others are speaking
 - Listen actively and attentively, seek to understand
 - Share the air, refrain from monopolizing discussions and encourage participation by everyone
 - Challenge ideas in a respectful manner, avoid put-downs (even humorous ones) or other attacks on individuals
 - Ask for clarification when unsure or confused
 - Exit meetings in a way that is non-disruptive to the group dynamic
 - Recognize the legitimacy of people’s feelings and support COAB members in expressing their feelings in ways appropriate to the setting.
 - Hold one another accountable to keep agenda times and focus
 - Support the Chair in managing meetings
 - Turn cell phones off or to vibrate and make no calls or texts during meetings except in case of an emergency
 - During meetings use laptops only for meeting business (note-taking, assigned tasks)
 - Use the Parking Lot for thoughts and ideas not relevant to current conversation