

# Procedures for Productive Commission Meetings

---

- Share items for future agenda with Chair, Vice Chair, and Executive Director at least 2 weeks before next meeting.
- Notify Executive Director, Chair, and Vice Chair as soon as you're aware of an upcoming absence
- Arrive at meeting by the posted start time
- Turn video on to promote transparency and accessibility to public
- Use hand raise function in Zoom to request to speak
- Use \*6 on phone to request to speak (Chair will offer those on phone an opportunity to speak at the end of discussion for each agenda item)



# Human Relations Commission Meeting Norms



**BE PRESENT AND ENGAGED**



**ASSUME GOOD INTENTIONS AND TAKE RESPONSIBILITY FOR IMPACT**



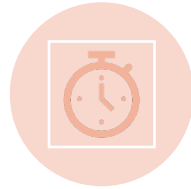
**TAKE AN INQUIRY STANCE  
(BE CURIOUS, NOT CERTAIN)**



**GROUND STATEMENTS IN EVIDENCE**



**STAY FOCUSED ON PURPOSE**



**RESPECT OTHER'S TIME**

**Which one will you focus on today?**

