Accessible Meeting Considerations and Respectful Conduct

To create a meeting environment accessible and respectful to all members whether in the room or on the phone, please consider the following items. We can add to this list as membership changes, though I believe I am addressing the accessibility needs of our current group. Also, I wanted to get something to you for your review before our August 27 meeting. If you have questions or suggestions, please let me know. As your facilitator it is my job to ensure that all members are fully able to participate and that all voices are heard.

Microphone usage
Please use the microphone, if present, so all can clearly hear what you have to say.

Turn-taking
Please allow one person to speak at a time so they can be heard by people in the room and on the phone.

Questions or comments
If you have a question or comment, please say your name aloud so that all members are aware that you would like to speak. If several people wish to speak on a topic, we will go in the order in which requests are made.

Managing Time
Please be aware of the time allotted for each agenda item. The agenda is created by the group to focus on identified prioritized topics and it is important that each item is given the time designated.

Written information read aloud
If documents will be shared during the meeting, that information will be read aloud so that all in attendance have realtime access. Examples are the meeting agenda and any notes taken from group exercises. People comfortable reading aloud will be asked to assist.

Respectful conduct
Please treat everyone with respect. Disagreements will occur. Be aware that many cultures and perspectives are represented, and it is important to hear from all members wishing to speak.