

## Norms for Senior Commission Los Altos / Los Altos Hills

1. Speak candidly and respectfully
2. Listen carefully
3. Maximize participation
  - Come to meetings prepared to participate (with questions for understanding or comments about topics).
  - Begin discussion with *round robin* so everyone is invited to speak. (If they pass the first time around, they get another chance to speak before discussion is opened up.)
  - Raise your hand to speak. Chair selects speaker.
  - No idea is a bad idea
4. Focus on the topic at hand
  - Chair confers with staff about the agenda before it goes out.
  - Review the agenda at the beginning of the meeting.
  - Assign a *responsible commissioner* to each agenda item.
  - Start discussions with a clear statement of the objective (as reflected on the agenda).
  - Stick to topics within the purview of the Senior Commission. (Staff supports by interrupting if topic is outside of purview.)
  - End every meeting with discussion of future agenda items.
  - Commissioners send additional requests for agenda items to staff
5. Manage time constraints
  - Put time allocation on agendas.
  - Select a timekeeper for each meeting. (They signal when time is nearly up and interrupt politely if/when necessary.)
  - Have a clear *hard stop* end time for the meeting that applies unless all agree to extend the meeting.