

CHF BC Sample – Meeting Agreement

(remove header when adapting for use)

[Full name of housing co-op or letterhead]

Meeting agreement

We will treat each other with respect.

We will speak one at a time.

We will speak only for ourselves.

We will listen carefully and not interrupt.

We will not engage in cross-talk.

We will seek balanced input so no one person dominates.

We will focus on the person who is speaking and address our remarks to the chair.

We will be hard on the problem and soft on people.

We will try to find consensus.

We will respect and follow our meeting rules.

Effective date: **[enter date]**