

MEETING AGREEMENT SAMPLE

[Full name of housing co-op or letterhead]

Meeting agreements

We will treat each other with respect.

We will speak one at a time, when recognized by the chair.

We will speak once the chair has acknowledged us.

We will speak only for ourselves.

We will keep our comments brief, to the point and on topic.

We will listen to the person speaking.

We won't interrupt or engage in cross-talk or side conversations.

We will seek balanced input so no one person dominates.

We will respect the meeting process and follow our rules of order.

Effective date: **[enter date]**