

# **RHHS School Council Norms**

We, the School Council at Richmond Hill Secondary School agree to the following operating norms in an effort to keep our meetings on track and productive.

## **1. Organization**

- Agenda to be prepared ahead of time and made available on the school website
- Draft meeting minutes to be posted on the school website

## **2. Time Management**

- Arrive on time
- Start and end on time
- Follow agenda items and allotted time
- Stay on topic
- Complete assigned action plans on time

## **3. Active participation**

- Attend regularly
- Review agenda prior to the meeting
- Review previous meeting minutes prior to the meeting
- Contribute ideas to discussions
- Embrace spirit of volunteering
- Follow through on commitments
- Action items follow-up

4. Listen

- Listen when others are speaking
- One person talks at a time

5. Respect

- Promote a welcoming and friendly environment
- Everyone's suggestions and opinions are valued and respected
- Provide opportunity for all voices to be heard
- Should apply to email discussions and language used in emails

6. School wide perspective

- Maintain a school wide perspective when attending meetings and voting
- Address any conflict resolution issues
- Promote inclusive culture & diversity

7. Goals

- Keep in mind what the school council is trying to achieve