

Capital Projects Advisory Review Board
Board Member – Engagement Guidelines Exercise
Themes
October 14, 2021

The following information is an alternate view of the information provided in the padlet from September. I went through and pulled together everything I understood to be a norm as well as the items listed for accountability. This information is in the padlet as well.

Norms (highlighted items were specifically listed as norms in the padlet):

- Open to all feedback
- Seek multiple perspectives
- Diverse voices
- Everyone should feel heard
- If it is presented as a team, it needs to function as a team
- No single voice should dominate
- Ensure appropriate team members are included the right way and at the right time
- Clear expectations, roles, responsibilities
- Agendas
- Listen first (speak/opine second)
- Inclusive participation
- Be comfortable with being uncomfortable
- Active listening (6 key skills)
 - o Pay attention, withhold judgement, reflect, clarify, summarize, share
- Show up as open as possible
- Working on being more cohesive
- Avoid Alamo meetings (confrontational)
- Appreciate candor even in difficult conversations
- Hold each other accountable (how do we measure that)
- Compromise is not a bad thing
- Be deliberative not political
- Keep alternative delivery process efficient
- Commit to understanding different viewpoints
- Speaking with candor
- Being honest
- Unafraid to address problems
- Objectively look at a question
- Speak openly and honestly
- Listen and seek clarity
- Hold each other accountable
- Show respect to members and their opinions regardless of your own opinion
- Make time/space for conversations even if they are outside of the meeting
- Speak up
- Okay to disagree
- Brave space
- Expected to have your own opinion
- Not oppose a person's position
- Engagement at a respectful level with each team member
- Humble entry with engagement of another idea

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- Make ideas with the motivation to be better

ACCOUNTABILITY:

- Open communication
- Common understanding of norms
- Clear expectations
- Leadership follows up behind the scenes if norms are violated
- Listen and allow others to speak
- Embrace change, understand it can be hard
- Seek clarity
- Don't take things personally
- Treat people equally, no special treatment/bias