

IACHA OPERATING AGREEMENTS

1. End on time
2. Stay on task
3. Respect differences and disagree with ideas, not persons
4. Respect every opinion
5. Do not make or take remarks “personally,” and understand that some people do take things personally
6. Recognize stereotypes
7. Respect confidentially
8. Take the debate and leave the dirt
9. Remember compassion
10. Everyone take responsibility
11. Plan to attend the entire meeting
12. Refrain from personal attacks
13. Be aware of body language and how it is coming across to others
14. Question your assumptions both mentally and verbally—ask questions to clarify your assumptions
15. Acknowledge that others have different views and that it is OK to have different views
16. Deal with the issues directly—leave “hidden agendas,” “skeletons,” and “personalities” out of it
17. Attain closure on issues and refrain from bringing up issues after decisions have been made
18. Keep what is said in the room—do not take negative actions as a result of what is said during meetings
19. View everyone on the same playing field
20. Everyone take part in the discussions and indicate your level of agreement or disagreement
21. Use “I” statements to clarify what is being discussed and how you are reacting to what is being discussed, (i.e., “I feel...because...”)
22. Refrain from side conversations that will disrupt others
23. Use the following definition of consensus when making decisions¹: Consensus is reached when all group members can say... *“I understand your point of view, and you understand mine. Whether or not I prefer this decision, I will support it, because it was reached fairly and honestly, and it is a feasible approach for us at this time. In short, I can live with it.”*

¹ The Group used the following procedure to assess the degree of consensus on issues: Members raise their hands showing 5, 4, 3, 2, 1 fingers or a fist to indicate their level of agreement (5 fingers indicates full agreement and a fist indicates no agreement).