

# OUR GUIDING PRINCIPLES

These guiding principles state the values by which our team will operate. They not only establish ground rules for our engagements, but touch on every aspect of the team working together, from how we communicate and make decisions, to the standards we want to uphold.

1. Set clear expectations for members of the planning team
  - a. Provide transparency about expectations from team members.
  - b. Define expectations before establishing responsibilities.
  - c. Define roles and responsibilities for individual members that have been agreed upon by the entire team.
  - d. Divide responsibilities fairly and equitably, providing flexibility when needed.
  
2. Set clear goals and expectations for each listening session.
  - a. Develop a plan with a clear set of goals and deliverables to help structure discussions.
  - b. Establish and communicate ‘rules of engagement’ for listening sessions.
  - c. Communicate expectations regarding goals and deliverables to participants early on in the process.
  - d. Establish and follow clearly defined timelines to ensure effective use of time to advance conversation.
  
3. Foster trust, respect, and inclusion in planning and discussions.
  - a. Ensure all voices are heard.
  - b. Embrace and respectfully accept diverse perspectives and opinions.
  - c. View participation as a right and responsibility.
  - d. Navigate discussions without making anyone feel marginalized.
  - e. Recognize, appreciate, and value all contributions.
  - f. Reserve judgment and decisions until all perspectives have been shared.

4. Ensure that we are fulfilling our goal of including as broad a range of perspectives as possible from entities outside our sphere of influence.
5. Ensure open, clear, and inclusive communication.
  - a. Commit to frequently communicating with team members during the planning process.
  - b. Communicate openly and clearly to ensure shared understanding of goals.
  - c. Allow for different modes of communication (verbal, written, and asynchronous)
6. Embrace flexibility and adaptability.
  - a. Work to identify and acknowledge areas of disagreement.
  - b. Understand and embrace differences.
  - c. Seek constructive feedback to resolve conflicts as a group.
  - d. Be open to radical ideas and alternative approaches.
  - e. Be flexible to change.
7. Frequently reflect on and assess progress.
  - a. Invite feedback and suggestions for improvement after each meeting.
  - b. Adapt and revise approaches and strategies as needed.
8. Seek group consensus when making decisions.