



## Glen Ellyn School District 41 BOARD OF EDUCATION MEETING NORMS

- When possible, contact the superintendent with agenda questions prior to the meeting (Monday morning of the board meeting) to respect staff time that will be necessary to have the information available that evening. Additional questions may still be presented during the board meeting as necessary.
- The Board President's role is to facilitate, not control the meeting, by monitoring the discussion based on the norms and checking with the board to invite any new comments or to be ready to move on to the next item.
- Have an effective discussion being aware of time and other board work to be accomplished while inviting new comments from board members. One person speaks at a time; don't interrupt.
- State your position concisely and summarize. If another board member has already captured your position on a subject, state that without repeating. Avoid restating other board member positions during discussion.
- Listen without judgment, ask clarifying questions and respect each other's points of view.
- Avoid debate that loops the same point between individuals.
- Presume positive intention of other opinions.