

Oakville South Transition Committee

Establishing our Norms



Meeting Dates and Time

- As much as possible the committee will meet on the first Monday of each month from 6:30 – 8:30 pm.
- The meetings will begin on time and end no later than 8:30 p.m.
- Exceptions to this schedule will be made, as required, and communicated in advance to committee members.

Participation

- Everyone gets a voice!
- Members will be respectful of each other
- Members will demonstrate respect by:
 - Raising hands to make comments
 - Keeping an open mind and have consideration of others
 - Having round table discussions
 - Getting to the point when discussing a topic (respectful of time)
 - Discussing conflicts in a small group, then have another member present the issue to the committee

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Decision-Making

- Decisions will be made by a majority vote
- Writing out pros and cons on a chart will help members come to a decision
- Small groups (sub-committees) will report back to the entire Transition Committee

Expectations of Each Other

- We expect that everyone will keep an open mind
- We expect consideration
- We expect each member to keep the children's best interest in mind
- We expect everyone's attention – no phones!
- We expect everyone to attend every meeting, and send the alternate when they cannot attend
- We expect every member to arrive on time
- We expect everyone to come prepared
- We expect every meeting to end on time (no later than 8:30 p.m.)

Expectations of Staff

- We expect staff to act with transparency and accountability
- We expect the agenda the Friday prior to the Monday that the committee is to meet
- We expect staff to follow through on requests made from the committee



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