



Members of ARLT - Guidance Principles & Four Agreements

1. **All opinions are valuable.** Each of us has something to teach, each has something to learn. We insure that each of us has a chance to speak if we wish to. Each member will be listened to and respected. We will refrain from “side conversations”.
2. **We will seek to create and maintain a “safe space” where participants can be open, honest, and vulnerable without fear of reprisal.** Members will be honest and speak without hidden agendas.
3. **We will attend each meeting if possible but recognize all members cannot attend all meetings.**
 - If we are unable to attend a meeting, we will email or call the facilitator.
 - Members accept personal accountability for their participation on the team.
 - Team meetings will proceed regardless of who is present/absent.
 - Those absent need to accept the decision of the team.
 - It is recognized that things change; work load, family commitment, health. Let someone in ARLT know if you are not able to continue with the team. A formal “resignation” is not needed.
 - Team members may petition for a leave of absence to retain membership with ARLT. (10-06)
 - Membership Committee will contact members who have missed 3 meetings. (08-06) (04 11)
4. **We will arrive on time** so that meetings can start on time. We will end our meetings on time.
5. **This work is for the long term. Everyone’s contribution is needed.** Your skills, your strengths, your perspective are all needed and valued.
6. **Group issues will be discussed in the group.**
7. **The subject matter of our meetings and decisions may and should be shared with those outside the group.** It is important that we keep others informed of our work. However, confidentiality will be maintained by our sharing information without personal attribution. (10-06)
8. **All members can request that items be placed on the agenda.** Whenever possible, agenda items should be given to the meeting facilitator in advance. The beginning of each meeting will include a review of the agenda at which time items can be added or deleted. Topic/activity reminders may go directly to Workgroup or Committee charged with the work. (04-01-08)
9. **Our discussions will stay on task.** We give our facilitator the authority to bring us back on task when necessary. Team members will help in this matter. Generally, we will stay focused on decisions and outcomes though we also allow for building of common understanding and teamwork.
10. **We will seek recognition by the facilitator to speak.** I statements, listen, do not cut people off. (10-06)
11. **All of us will accept and complete assignments that are within our ability to complete.**
12. **Until a different approach is agreed to, Team decisions will be made by consensus.** Consensus will mean that “everyone can live with the decision”, even though not everyone will completely support all aspects of the decision.

These ground rules can be changed by decision of the Team at any time.

FOUR AGREEMENTS (Guidance Principles-II)

As guidance, the Anti-Racism Leadership Team looks to Don Miguel Ruiz (“Wisdom of the Ancient Toltec Culture”):

1) BE IMPECCABLE WITH YOUR WORD

Speak with integrity. Say only what you mean. Avoid using the word to speak against others, or to gossip about others. Use the power of your word in the direction of truth and love.

2) DON'T TAKE ANYTHING PERSONALLY

Nothing others do is because of you. What others say and do is a projection of their own reality, their own dream. When you are immune to the opinions and actions of others you won't be the victim of needless suffering.

3) DON'T MAKE ASSUMPTIONS

Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness and drama. With just this one agreement, you can completely transform your life.

4) ALWAYS DO YOUR BEST

Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick. Under any circumstances, simply do your best, and you will avoid self-judgment, self-abuse and regret.