

## Norm-Setting Protocol

**Time:** 60 minutes

1. The coach gives participants three index cards (5" x 7") and a black marker.

2. Writing on only one side of the card, participants write down *one* group norm they would like to see. No more than one norm per card; participants can write as many cards as they like.

3. The coach collects all cards and randomly passes them out to participants. Each participant reads the cards she has been given and other participants share their card if theirs is the same or closely related to the one being read. As cards are read, they are collected by the facilitator and posted in groups of like norms (e.g., "respect," "disagreements," "agenda," etc.). Discussion is limited to grouping norms and identifying similarities between norms.

4. *Dissent option.* After the coach posts all cards into categories (though some will be "stand alones"), participants can propose to eliminate any norm. If one other participant "seconds" the opinion that a particular norm be eliminated, the index card of that norm is removed.

5. As a whole group, the facilitator leads a discussion of condensing each group of norms into a single norm (without stringing them all together with the use of "and"). The goal is to word a single norm that captures the essence of the group of like norms.

6. *Next steps.* The facilitator asks for a volunteer to do whatever "word-smithing" is still needed for the norms, after the meeting. The final product is a list of four to six group norms that will govern all discourse in the PLC. [I like to make a poster of the final list and have all PLC members sign the poster. It is then displayed prominently in the meeting room.] Hereafter, the group norms should appear at the bottom of each meeting agenda.

\*coach = facilitator