



SBVC Academic Senate

Equitable Dialogue

Meeting Guidelines



Communication

- We speak from personal experience using "I" statements
- We practice "step up, step back" - contributing when needed and making room for others.
- We critique ideas without personal attacks or assumptions about intentions
- We focus on solutions rather than solely identifying problems

Accountability and Growth

- We listen attentively without interrupting
- We address ideas rather than the individuals presenting them
- We acknowledge when mistakes occur and focus on learning rather than blame
- We honor time commitments and agenda structures
- We regularly evaluate our adherence to these norms through reflection

Chair

The Academic Senate President will chair over the Academic Senate meetings.

- All comments and discussion should be directed to the chair, not to other members directly.
- Members must be recognized by the chair before speaking.

Clarification

- **Point of Order:** Can be raised when a member believes there's been a violation of the rules. The chair must rule on whether the point is valid.
- **Point of Information:** Used when a member needs factual information relevant to the discussion (not to provide information, but to request it).
- **Parliamentary Inquiry:** Used when a member needs guidance about procedural matters or the rules.