

Norms of Engagement for Open Government Public Engagement Sessions

1. **Be respectful:** Treat all participants with courtesy and respect. Reasonable people can have differences of opinions and disagree with each other's point of view. Avoid personal insults or derogatory language directed at other participants.
2. **Stay on topic:** Stick to the agenda and avoid going off on unrelated tangents. Those that joined the meeting for a specific topical reason should have their valuable time respected.*
3. **Constructive criticism:** If you disagree, provide constructive feedback and alternative ideas.
4. **Be concise:** Allow each participant to speak without interruption and avoid dominating the conversation. Sticking to the designated time limit for each speaker or topic helps to ensure everyone has an opportunity to contribute.
5. **Encourage participation:** Promote active participation, active listening, and input from everyone, ensuring diverse perspectives are considered.
6. **Follow the facilitator's guidance:** Cooperate with the meeting facilitator and adhere to their instructions for a smooth process.
7. **Stay open-minded:** Be willing to consider alternative viewpoints and adapt your opinions when presented with new information.
8. **Keep it civil:** Remember that the goal is to collaborate and find common ground for positive outcomes.

Moderator

*The Open Government Secretariat can address any concerns or off topic comments via email at opengovernmentsecretariat@gsa.gov or a private meeting can be held at the participants request.

Date / version #, etc

Norms of engagement for a public listServe