

Easton Diversity & Inclusion Task Force (EDIT)

Thursday, 25 February 2021 Remote meeting: 7:30 p.m.

Virtual meeting via Zoom, link and details below:

Join Zoom Meeting

<https://us02web.zoom.us/j/81486461649?pwd=VIZ4dkN6aithaGdNcldRVVU1S3FOQT09>

Meeting ID: 814 8646 1649

Passcode: 703871

For one tap mobile: +1 646 558 8656 US (New York) same meeting ID/passcode as above

Submit public comment to diteaston301@gmail.com

1. Call to order
2. Guest speaker
3. Other updates - subcommittee updates
4. Minutes approval
5. Adjourn

Submitted by:
Adam Parker, Secretary

Meeting Norms

Easton Diversity & Inclusion Task Force (EDIT)

The following **communications best practices** are designed to facilitate **productive dialogue** and **goodwill** among volunteer appointed members of the task force. These norms likewise **apply to communications from citizens** who provide public comment to the task force via written or verbal means. Meetings norms help ensure all meeting attendees can listen, learn, understand, and contribute freely.

- **Exhibit good faith:**
 - Assume goodwill;
 - Embrace a spirit of free inquiry;
 - View discomfort as a sign of progress.
- **Offer mutual conversational respect:**
 - Engage freely;
 - No interrupting;
 - Yield the conversational floor willingly.
- **Language choice matters:**
 - Professional language;
 - Use "I" statements;
 - Address everyone with equal courtesy;
 - Avoid antagonism.
- **Exercise discretion:**
 - Keep legal and social confidentiality where required.

Adopted by the Easton Diversity & Inclusion Task Force (EDIT) 28 December 2020.