

Planning Process Participant Agreements

1. Take turns speaking and allow people to finish their sentences.
2. Seek clarity and understanding; not blame, attacks, or put-downs.
3. Listen respectfully and sincerely try to understand other's ideas.
4. Focus on the future and what we'd like to create, do not dwell on things in the past.
5. Assume that everyone is speaking with good intentions.
6. Begin sessions on time and return on time from breaks on-time.
7. Place cell phones on silent or vibrate. If you need to have a conversation please step outside from the room discreetly.
8. Do not miss more than 3 sessions
9. Do not advocate for a specific organization, group, program, or funding.
10. Be creative, have fun, and be ready to meet new people and explore new ideas.
11. Residents who participate must meet the following criteria and commit to the guidelines above:
 - a. Live within the boundaries of City Heights
 - b. Live within the Building Healthy Communities Initiative boundaries
 - c. Be impacted by the issue (e.g. "my family and I lack health insurance so I participate with the Access to Healthcare Momentum Team to advocate for Health Reform")
12. Nonresident allies and organizational partners who participate must meet the following criteria and commit to the guidelines above:
 - a. Be available on the dates assigned
 - b. Be able to present, discuss or share, on a clear targeted system's change or an approved topic.
13. Nonresident allies or organizational partners who meet the criteria, may not attend sessions other than those assigned. This is strictly enforced and exceptions will be made on a case by case basis.
14. Organizational partners may not use the planning process to meet requirements for other planning process, grants, projects or research that they are engaged in. Organizations may not conduct surveys, research, or

interviews at planning sessions.

15. Media, researchers, academics, executives, students, consultants, non-resident activists, volunteers, or interns, may not attend planning sessions. This is strictly enforced. Exceptions will be made on a case by case basis. If you attend unannounced you will be asked to leave, and if you refuse to leave you will be escorted off the meeting site.
16. In general, there are no guests allowed, however if you would like to bring a guest please let your staff organizer know in advanced. Guests who arrive unaccounted for will be asked to leave the site. Exceptions will be made on a case by case basis. Guests may not participate directly but may observe our work. On occasion we will have visitors and panelists who have made arrangements in advance.
17. Filming & Photography: Sometimes planning sessions will be filmed and/or photographed. If you are uncomfortable with this please let you staff organizer know. A space in the room where there is not filming will be set-aside for you.