

**RICHMOND NEIGHBORHOOD ASSOCIATION**  
**Group Agreement for Meetings**

Raise your hand to speak & do not speak out of turn

Do not interrupt others

Show courtesy & respect; listen to others with an open mind

Recognize that everyone's concerns & opinions are entitled to consideration

Attack the problem, not the person

Discuss, don't disrupt

If time is limited, give others an opportunity to speak, please only one question per person

Respect people's time, time-limits, and deadlines

If after 1 warning someone continues to be disruptive, we will mute and/or remove them