

Public Participation in Governance Meetings
Updated: April 03, 2020

Members of the public are welcome to attend and participate in most of UW Tacoma School of Education (SOE) governance meetings including those that will be conducted remotely during the COVID-19 pandemic. The only exception is that we cannot include members of the public for meetings (all or part) where confidential personnel and/or student matters are discussed to protect individuals' privacy.

Please be mindful that some remote participants, including university faculty or staff, may be caring for young children/minors while participating in our meetings. Thus, everyone's behaviors and language use should be respectful to all audiences.

A. Protocols and Safeguards:

1. Meeting agendas will be posted 24 hours in advance on our website.
2. When dialing in or participating by Zoom in any meeting: please clearly introduce yourself to meeting facilitator as a member of the public when entering the waiting room.
3. The agenda times and topics will be adhered to. *Members of the public will be excused by the meeting facilitator when confidential personnel or student matters are discussed toward the end of the meeting.*
4. All meeting participants may not do any of the following:
 - a. Record any part of the meeting.
 - b. Take pictures or screenshots of chatboxes, files/shared screens, or members of the committee without explicit permission of all participants.
 - c. Present any illegal or inappropriate content using images, as well as verbal communication. *Any irrelevant content or images are not allowed and will warrant immediate removal by the meeting facilitator. Additionally, these types of incidents will be promptly documented and reported to the proper authorities.*

B. Working Agreements:

In 2017, the School of Education at UW Tacoma's faculty and staff developed a set of working agreements, listed below, about how we have agreed to conduct ourselves in and out of meeting as a community of professional educators and learners. We therefore ask for all guests to adhere to our working agreements at all times during our meetings.

1. **Address controversy with civility and intellectual humility**
 - a. *Value knowledge and a commitment to ongoing growth and learning*
 - b. *Own your own intentions and impact*
 - c. *Lead with listening; seek to understand*

d. Show that you value another's position/perspective

2. Challenge by choice

a. Use reflection and intention when opting for silence

b. Be mindful of your own participation

c. Ask hard questions respectfully

d. Confront constructively, without assumptions of ill intent

3. Demonstrate respect

a. Allow others to finish their thoughts/message before introducing yours (or ask them if you can interject)

b. Be gracious when speaking about colleagues in the community

c. Allow space for, and encourage all voices