

## Comfort Agreement

1. Agree to have discussion and have everyone heard.
2. Be mindful of others; no monopolizing or cross talk.
3. Speak without offending and listen without defending.
4. Make decisions based on evidence.
5. Practice active listening and be mindful of other members' feelings.
6. Use person first language.
7. No criticism of self or others and no personal attacks.
8. Limit the use of acronyms--“When in doubt, spell it out.”
9. No swearing or disrespectful language.
10. Maintain a proactive future focus on current issues.
11. Adhere to time limits.
12. Practice cultural humility: don't assume your culture is the norm.
13. Silence cell phones.
14. If a member consistently disregards the comfort agreement, Co-chairs will determine a course of action.

We recognize our role as an advisory commission and will try to conduct all our meetings effectively and efficiently. We commit to being responsive to the needs of the community while abiding by the Brown Act and we will focus on working together to make sure the public's voice is heard.

If you join by zoom, please have your camera on as much as possible, silence background noise and give attention to the task at hand.