

**SACRAMENTO COUNTY MENTAL HEALTH BOARD  
CONDUCT AGREEMENT**

1. Be mindful of others; no monopolizing or cross talk.
2. Be open minded and objective with a proactive future focus
3. Be mindful of other members' feelings and be empathetic
  - a. **Trust Intent, Name Impact:** each participant should be trusted to have the group's best interest at heart but must also be made aware of the effect their statements have on other members of the group
4. Practice active listening; give full attention to the speaker
  - a. **Make Space, Take Space:** each participant must be sure to make space for other's opinions but also take opportunities to share opposing opinions and be heard
5. Focus On Issues
6. Use Person-First Language
7. No Personal Attacks or Criticism (of Self or Others)
8. Limit the Use of Acronyms—"When in doubt, spell it out."
9. Adhere to time limits and be brief and to the point
10. Listen respectfully and make decisions based on evidence
11. Use respectful language and no swearing
12. Agree to have a discussion where everyone is heard
13. Be Present & Actively Participate:
  - a. Have Your Camera On (as much as possible)
  - b. Silence cell phones
  - c. Give attention to task at hand
14. Practice Cultural Humility: don't assume your culture and values are the norm
15. Co-Chairs will determine course of action consistent with this Board's bylaws if any rules are consistently disregarded.