

## Participation Ground Rules

All participants agree to follow several basic working agreements for a productive meeting:

**HONOR TIME.** Stay on time and on topic.

**ALWAYS ASSUME POSITIVE INTENT.** Avoid ascribing motives to the actions of others.

**MAINTAIN A RESPECTFUL SPACE.** Be aware of hidden assumptions and articulate them. Speak honestly and without blame or judgment.

**SHARE RESPONSIBILITY.** All attendees share the responsibility to implement the meeting objectives in ways that are consistent with their community's or organization's needs.

**SEEK TO UNDERSTAND.** Listen to understand, not to respond. If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.

### About this Resource

This document is intended to be a resource for California communities and County Agricultural Commissioner (CAC) staff as one of a variety of tools (see the Department of Pesticide Regulation's [Resource Hub for Local Engagement](#)) produced by a collaborative, diverse group of both community and CAC partners to improve and enhance communication and engagement across the state.

These ground rules were developed to support ongoing efforts of CAC offices and Community-Based Organizations (CBOs) to promote meaningful engagement between community members and CAC staff. Meeting organizers can adapt and share these ground rules with their participants in advance of CAC-community meetings to help promote productive engagement.

These ground rules were adapted from the Coachella Valley Environmental Justice Enforcement Task Force ([IVAN](#)) Ground Rules and from the University of Minnesota Extension [Public Engagement Strategies](#).