

Safety in Regions Intergroups Subcommittee Guidelines

- a. The purpose of basic guidelines are to promote civility, committee safety, and use of the Traditions throughout this process. It was acknowledged that some guidelines might not be absolutely precise, and we are likely to consult the group conscience in applying broad guidelines to specific situations.
- b. These discussion norms were approved by the committee after extensive discussion:
 - i. A two-minute time limit for all speakers, unless the Chair specifically authorizes more time to make a presentation for the committee's benefit. A timer will signal "time," and speakers can briefly finish their thought.
 - ii. A "round robin" format in which each member has a chance to speak on a topic before any member speaks a second time. Chair will clarify if any "non-speakers" wish to weigh in. Round is over if no one raises their hand.
 - iii. Questions posed to a specific committee member will be postponed until all members have had their chance to speak. This will prevent one-on-one discussions from taking the committee off course.
 - iv. To be recognized, speakers must raise their digital hand or physical hand, or request to speak next, not just start talking. The timer or another member of the committee will help alert the Chair if someone is not being recognized.
 - v. Each section of the discussion will be time-boxed, and the Chair or committee timer will give the committee appropriate warning (2 minutes, 4 minutes) before a topic is scheduled to end. The committee may agree to extend time for a topic.
 - vi. All participants should provide a clear name ID. Any unrecognized phone numbers, etc., will be asked to identify themselves.
 - vii. Committee members agree to use gentle *and respectful* language, speak with an I focus, and listen with openness, attention, and respect.
 - viii. When concerns arise about committee discussions, and how these norms are being applied, any committee member may call a group conscience. The committee is encouraged to seek calm, using such tools as a moment of silence, the Serenity Prayer, reading a Tradition meditation or the Commitment to Service etc.