COMFORT AGREEMENT

1. No Personal Attacks
2. Use Respectful Language
3. No Criticism of Self or Others
4. One Person Speaks at a Time – No Side-Bars
5. Limit Time to Three Minutes per Speaker
6. No Swearing
7. Steering Committee members will raise their hands to be recognized by the moderators to be given the floor
8. Maintain Proactive Future Focus
9. Speak Without Offending, Listen Without Defending
10. Agree to Have Discussion and Have Everyone Heard
11. Disagree Respectfully
12. Turn Off or Silence Cell Phones
13. If Member Consistently Disregards Comfort Agreement, Co-chairs Will Determine a Course of Action

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