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## **Developmental Disabilities Supports Division (DDSD) Meeting Etiquette**

The purpose of this document is to establish shared expectations and ground rules that help meetings remain productive and respectful. These guidelines support effective collaboration and promote engagement from all meeting participants.

### **1. Keep Person-Centered Planning at the Core**

All teams must practice person-centered planning by ensuring that decisions reflect a waiver recipients' preferences and goals, involve chosen supports, and decisions promote the most integrated community setting possible for the person. Waiver recipients should be aware of and informed about all meetings. Meetings should focus on the goals, preferences, and well-being of the waiver recipient, with the purpose of improving their quality of life and supporting their independence.

### **2. Use Professional, Respectful and Inclusive Language**

Always keep the individual front and center in conversations and provide them with the opportunity to facilitate their meeting. Speak directly and calmly, avoid jargon and acronyms, and use language that respects autonomy and choice. Avoid yelling, eye rolling, or other disrespectful behaviors.

### **3. Come Prepared**

The host of the meeting should have an agenda with input from all team members, including the waiver recipient. All meeting attendees should review relevant information and ensure materials are accessible in advance of the meeting and bring any updates or needed documents.

### **4. Respect Time**

Start and end on time, follow the agenda, and minimize side conversations or distractions.

### **5. One Person Speaks at a Time**

Allow others to finish their thoughts before

responding. Members may reclaim the floor to redirect discussion back to the agenda item if the discussion shifts off topic.

### **6. Use Active Listening**

Listen with intention and check for understanding.

### **7. Honor Roles and Expertise**

Respect the contributions of all meeting participants and allow space for each person to contribute.

### **8. Promote Shared Decision-Making When Possible**

Collaborate on decisions, as appropriate, and do not make assumptions. The waiver recipient or their guardian ultimately holds decision-making authority. Respect the decisions of guardians or waiver recipients, even if you do not agree with the decision, and share knowledge and expertise to support waiver recipients and their guardians making informed decisions.

### **9. Assume Positive Intent**

Approach differences in opinion as opportunities for collaboration.

### **10. Ensure Privacy and Confidentiality**

Discussion should be limited to information participants have agreed to share. Share only relevant information and follow confidentiality standards.

### **11. Clarify Roles and Responsibilities, Have Clear Next Steps**

When decisions are made, ensure it is clear who is doing what, by when. Summarize decisions, assign responsibilities, and confirm next steps and deadlines in a way that is understandable and agreed upon by all.