

Criteria	Absent	Attempted/ Insufficient	Strong Effort	Exceptional
Facilitator sets aside time in the first meeting for a grounding conversation about norms, values, and purpose for the process or meeting. This is done with the purpose of promoting inclusion and participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All participants agree to the ground rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting/process organizers clearly communicate the following: goals of the process, role of stakeholders, what information will be kept private or made public?, expectation(s) for follow-up from organizers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The convener clearly defines how feedback is and will be received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is clear to participants where to access educational materials and information on the subject of decision/ process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational materials are digestible for the majority of stakeholders, key terms are defined, and sufficient information is provided to participate meaningfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational materials are made available well before the meeting itself and are not provided only in English. If not possible, there should be functional tools available to translate the educational materials into languages used by the stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translators are present and available for community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The convener and presenters make a good faith effort to not overwhelm a reader with information while providing the important information (e.g. summaries, guide on how to navigate information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the meeting occurs in the evening, childcare is offered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location has adequate capacity to accommodate the number of people present or interested in attending the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room itself is accessible to all stakeholders, especially disabled community members (e.g. mindful of distance of room from parking and street access, access to elevators, readability of any presentations/ document /visual aids, access to bathrooms).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings are structured to emphasize active participation and sharing in a way that is appropriate to the goals of the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Remote meeting tools ensure that all participants can still be seen, heard, and present, including those with only phone connections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention is given to how the setup impacts power dynamics and is adjusted appropriately to the meeting/process (ex. podium with presenters vs chairs in a circle, virtual room set up where people can or cannot see other participants, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facilitator's role and power within the process is clearly stated, and that facilitator does not have a conflict of interest (ex. the facilitator employed by a party proposing a plan of action or paid by that party).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitator is held to ethical standards agreed upon by all stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholders can leave comments in written form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No ideas or statements are discounted in the discussion. Where statements, comments, or expressed concerns may fall outside of a meeting purpose/process context, information is provided to the commenter about how their concerns will be redirected or addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitator upholds just power dynamics and creates equitable speaking time for participants, including consideration of how the first stakeholder to speak sets the tone (ex. is the first speaker the one with the most power in the decision context) and ensuring that speaking time is not allocated only to "subject matter experts" or those with "technical expertise".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time is allocated to share and respond throughout the meeting/process in addition to open speaking times and opportunities to speak include those who did not sign up in advance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting is not dominated by presentations and allows for ample time for discussion, comments, or feedback, if relevant to the meeting/process purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures exist and are acted on when or if ground rules are broken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>