



## Discussion Agreements & Guidelines

### New Yorker Discussion Group

*The New Yorker* Discussion Group meets every Friday from 11 a.m. to 12:30 p.m. in a hybrid format, both in-person and on Zoom to discuss the latest issue of the magazine. Each discussion is led by a volunteer moderator selected from the group's ranks.

Discussion groups who meet regularly at the West Hartford Public Library and are facilitated or supported by library staff in any capacity must be open and welcoming to all. By participating in this discussion, you agree to the following:

- **Be welcoming.** Welcome newcomers and encourage their participation in the discussion.
- **Share the air.** One person should speak at a time. If you are speaking a good deal during the discussion, consider moving up your listening. If you are listening a good deal during the discussion, consider moving up your speaking.
- **Be concise.** Limit comments to no longer than two minutes. The facilitator may curtail lengthy comments to give everyone the chance to participate.
- **Stay on topic.** Keep comments focused on the article's subject. We want to hear how the article resonates with you.
- **Be respectful and open to other ideas and opinions.** Listen to the words of others. Don't disregard what they are saying even if you do not agree. Be kind.
- **All conversation "stays in the room"** out of respect for participants.
- **Raise your hand to speak.** When starting up a new article, the facilitator will get an initial list of those who want to speak, announce them in order, and then go through that list as a "first round." Once the list is exhausted, additional people can be called on.
- **While in Zoom, keep yourself on mute while listening.** Unmute yourself before speaking.
- **Trust the facilitator** to run the meeting effectively and make decisions regarding guiding the group through the magazine.

#### Timeboxing Guidelines:

- **11:00 - 11:10** Cover Discussion / Cartoon Contest
- **11:10 - 12:20** Feature Articles, in order of appearance
- **12:20 - 12:30** Letters, Poetry, Cartoons, Goings on and Talk of the Town if time permits
- Official end at 12:30, but many people like to stay on for a bit longer if discussion warrants
- A good rule of thumb is to get to the fiction article by 12:00 noon