PRODUCING PROPOSALS

Consent Decision-Making Summary

Picture Forming

1. Present the issue, the "ball of yarn".

2. Identify dimensions or elements of the issue, the "strands of yarn".

REMEMBER:
- *No solutions at this stage.*
- *This step is about understanding the problem.*

3. Consent to completeness of the list.

Proposal Shaping

4. Generate proposal ideas in Rounds.

REMEMBER:
- *Refrain from judging or evaluating ideas.*
- *This step is about free-flow creative idea generation.*

5. Organize ideas.
  (A) Select "Tuners".
  (B) Tuners shape ideas concisely, into a manageable number of proposal(s).
  (C) Circulate proposal(s) to whole circle.

REMEMBER:
- *Part (B) can be done in a break or separate session.*
- *It is important that Tuners keep a neutral attitude while organizing collected information.*

6. Confirm that Tuners "did their job" and that all identified dimensions of the issue were addressed by proposal(s).

not all dimensions were addressed

7a. Present Proposal

7b. Clarifying Questions
"Do you understand the proposal?"

7c. Quick Reactions
"What do you think of the proposal?"

8. Consent Round
"Do you have any *paramount objections* to this proposal?"

Yes (record objections)

No

9. Announce Decision & Celebrate!
Move to the next agenda item.

Options for Moving Forward

- Facilitator amends the proposal
- Free-form discussion → amendment
- Refer to lower circle
- Brief dialog → 2 or 3 individuals
- Round: "How might you solve this?"
- Conduct an experiment
- Refer back to idea originator to rework
- Refer to research task force
- Refer to resolution task force
- Refer to higher circle
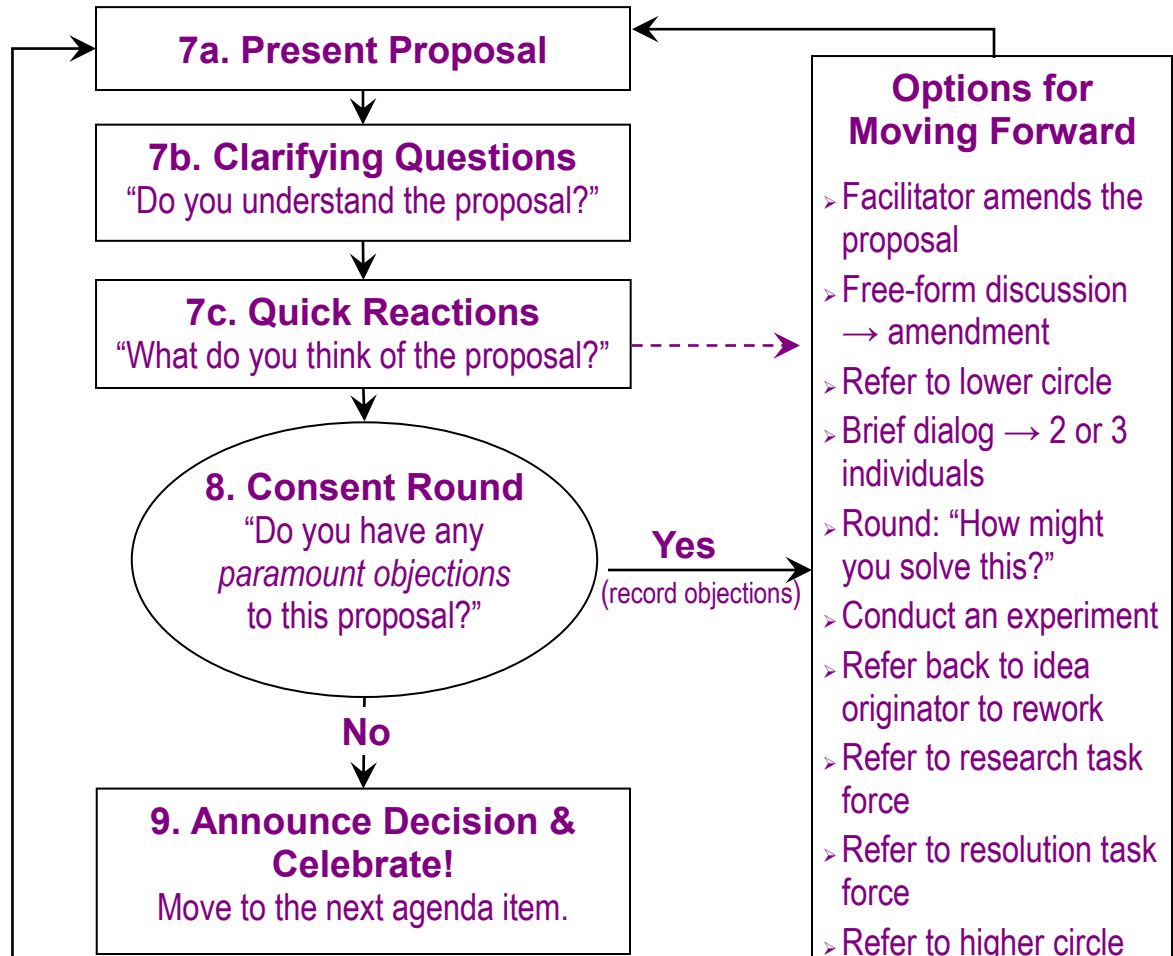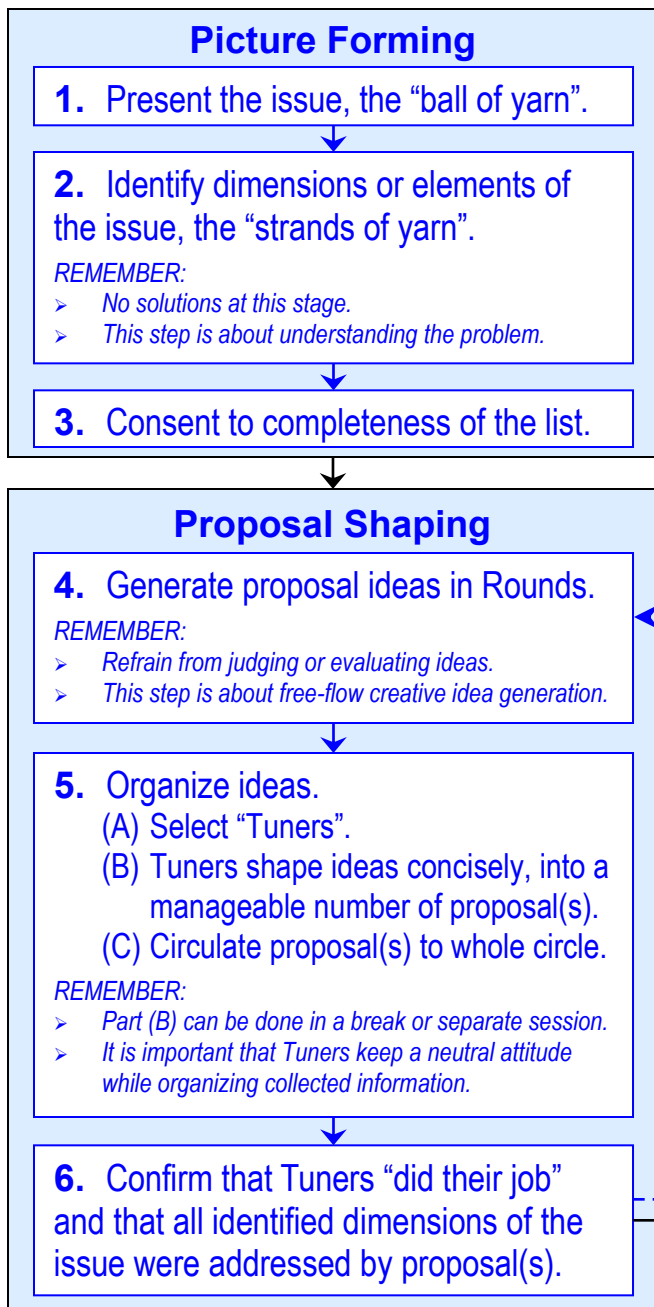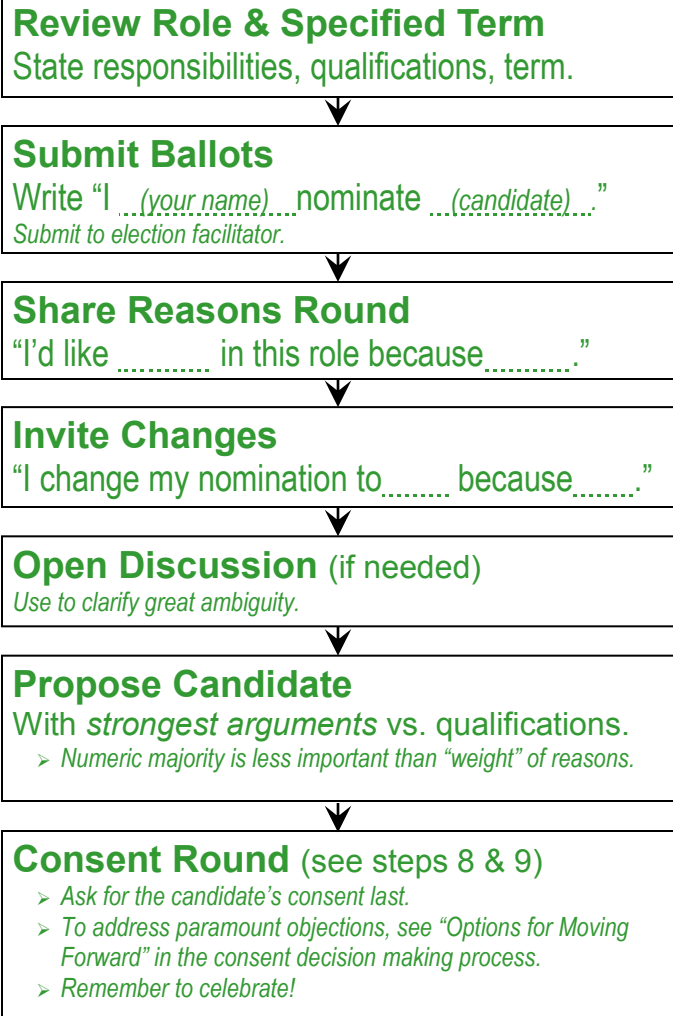
GLOSSARY

Round(s) — every participant gives input in turn, with no group dialogue.

Tuners — individuals appointed to make information more manageable by organizing it, without additions or modifications in meaning.

Election & Meeting Process Summary

ELECTION

Review Role & Specified Term
State responsibilities, qualifications, term.

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Submit Ballots
Write "I ...(your name)... nominate ...(candidate)..."
Submit to election facilitator.

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Share Reasons Round
"I'd like .... in this role because ...."

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Invite Changes
"I change my nomination to .... because ...."

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Open Discussion (if needed)
Use to clarify great ambiguity.

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Propose Candidate
With *strongest arguments* vs. qualifications.
- ➢ *Numeric majority is less important than "weight" of reasons.*

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Consent Round (see steps 8 & 9)
- ➢ *Ask for the candidate's consent last.*
- ➢ *To address paramount objections, see "Options for Moving Forward" in the consent decision making process.*
- ➢ *Remember to celebrate!*

—————————*DO NOT!*—————————
- ➢ Elect for an unlimited term.
- ➢ Ask for a volunteer.
- ➢ Inquire who is interested or who is not.
- ➢ Have dialog during a Round.
- ➢ Seek the *perfect* candidate: recall that each candidate has strengths and weaknesses.

CIRCLE (Policy) MEETING

Opening Round
- ➢ Check-in, transition into meeting
- ➢ Requests for changing agenda items

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Administrative Matters
- ➢ Announcements, if any
- ➢ Consent to minutes of previous meeting
- ➢ Confirm next meeting (date, time, place, duration)
- ➢ Accept Content agenda

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Matters of Content
Moving through the agenda items:
- ➢ Consent to proposals (follow "Consent Decision Making" process)
- ➢ Tackle an issue (see "Generating Proposals" process)
- ➢ Accept report(s) from lower circles

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Closing Round
- ➢ Evaluate facilitation, meeting efficiency, group effectiveness: "What went well? What can we improve?"

OPERATIONAL MEETING

Start Meeting
Leader opens meeting informally, with a positive tone.

REMEMBER:
- ➢ *There is no opening round.*
- ➢ *Decisions are made by leader.*
- ➢ *Circulate summary reports before the meeting.*
- ➢ *Meet regularly and enforce deadlines.*

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Monitor & Direct Progress
Report in turn on priority activities:
- ➢ For *project work* include item, status, brief note—as needed.
- ➢ For *ongoing work* include trend, aging, brief notes—as needed.
- ➢ Leader or peers may give input or ask questions from reporter.
- ➢ Leader may provide direction, assign priorities, delegate tasks.

Center for Dynamic Community Governance