

ELECTION

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

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

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

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

Open Discussion
Use this step only if necessary. It is optional and seldom used.

Consent Round
Facilitator proposes the candidate with the *strongest arguments* relative to qualification.
REMEMBER:

- Propose candidate based on arguments. Numeric majority is less important than "weight" of reasons.
- Ask for the candidate's consent last.
- To address paramount objections, see "Options for Moving Forward" in the consent decision making process.
- If necessary, amend proposal and repeat consent round.

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.

Election & Meeting Process Summary

CIRCLE (Policy) MEETING

Opening Round

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

Administrative Matters

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

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

Closing Round

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

OPERATIONAL MEETING

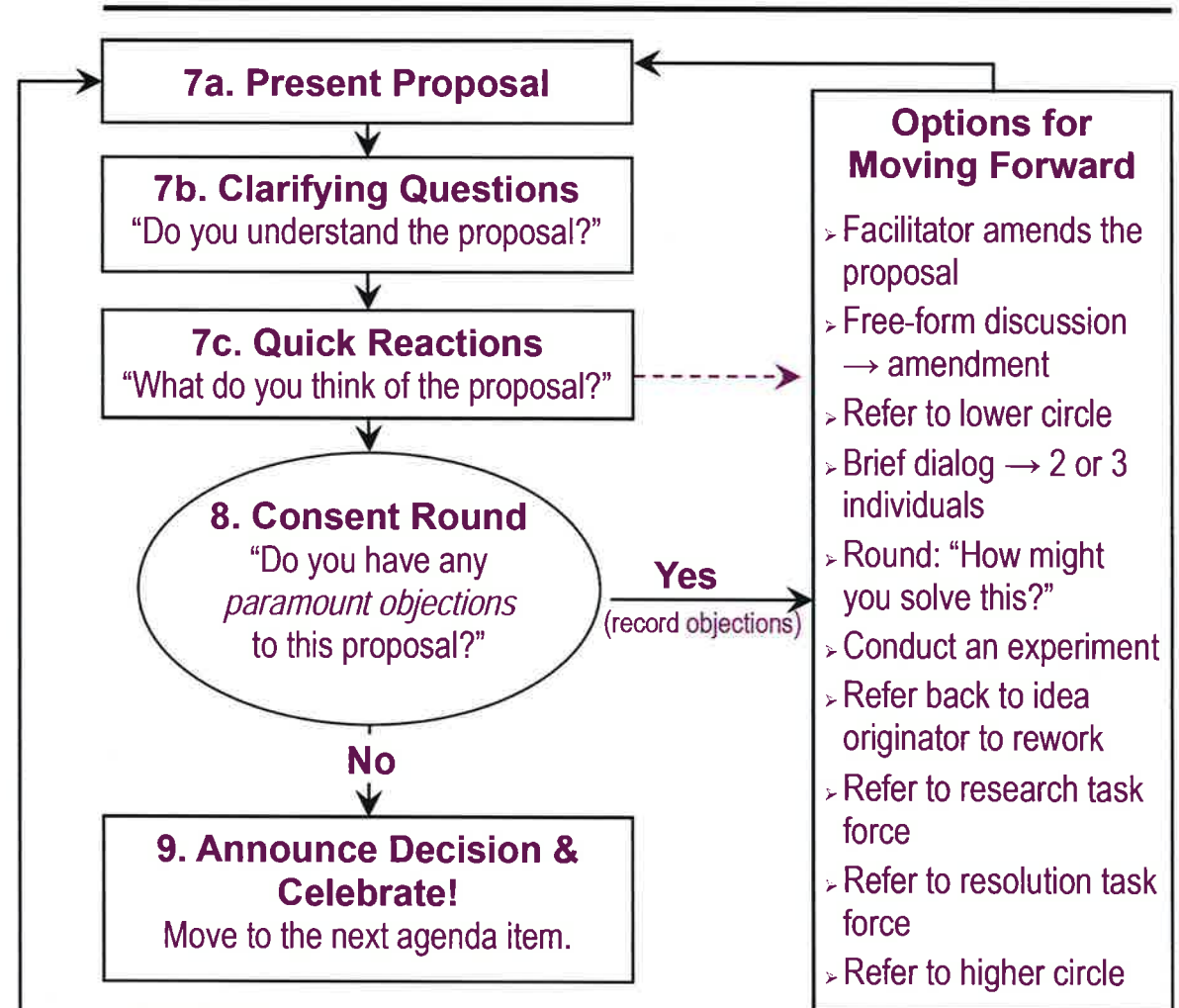
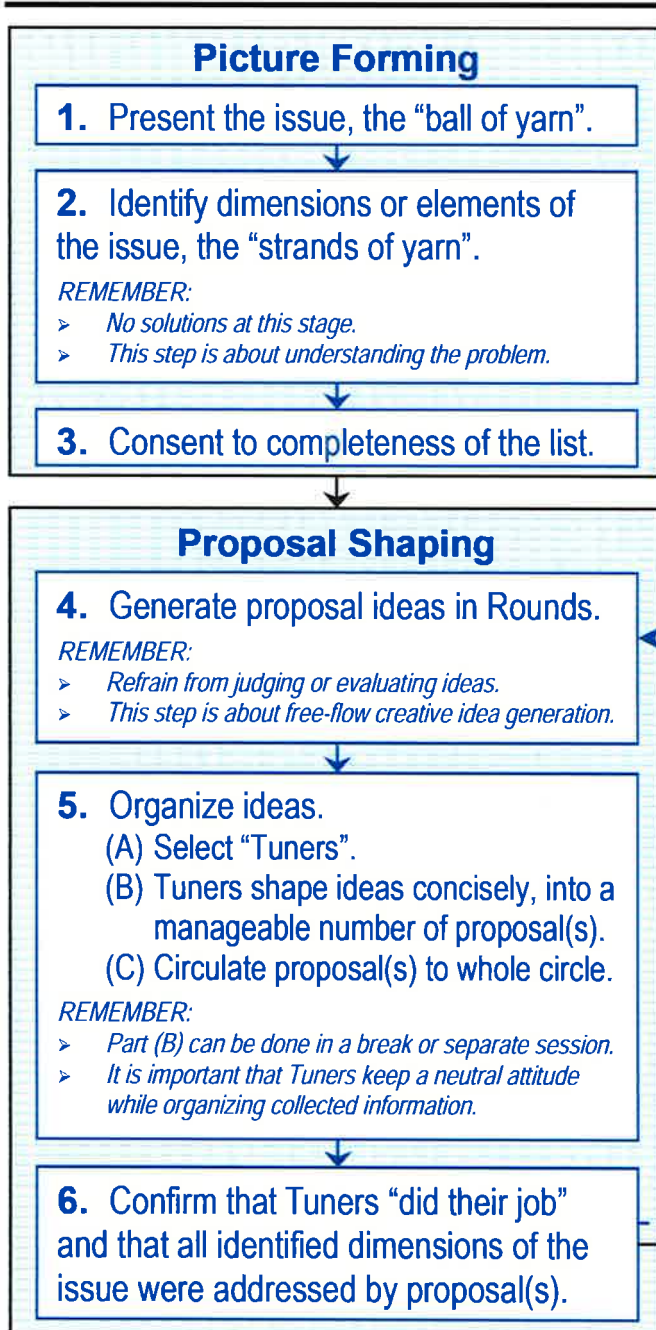
Start Meeting
Leader opens meeting informally, with a positive tone.
REMEMBER:

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

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.

Consent Decision-Making Summary



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.