#### **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.

### PRODUCING PROPOSALS

### **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.

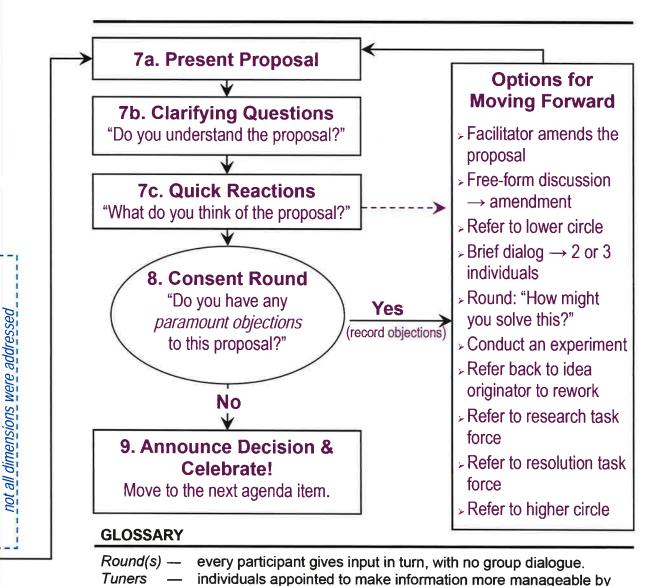
#### REMEMBER:

- 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).

# Consent Decision-Making Summary



organizing it, without additions or modifications in meaning.

Tuners