POLICY MEETING

Opening round: check in

Administrative
- announcements
- consent to previous minutes
- confirm next meeting time
- consent to meeting agenda

Content agenda items

Closing round: evaluation and suggestions for improvements

PROPOSALS

Picture forming
- what's the issue?
- what are the dimensions?
- list of dimensions complete?

Proposal shaping
- generate proposal ideas
- organize ideas/make proposal
- proposal covers all dimensions?

DECISIONS

Present proposal

Work the proposal
- Clarifying questions
- Quick reaction round
- Consent round

Announce decision

objections →

If there are objections…

Seek understanding
- objection or preference?
- interference with aim?

Amend proposal
- revise content
- shorten term
- measure the concern

Refer to
- more focused circle
- broader circle
- helping circle
- author

Stuck? Do a round on what to do.

OPERATIONAL MEETING

Reporting

Giving feedback

Planning action

Assigning tasks

ELECTIONS

Review role, term & qualifications

Nomination
- write down nomination
- share reasons in round
- revise nomination and share reasons in change round

Facilitator proposes candidate
Consent round

FACILITATOR TIPS

Formats
- rounds
- turn and talk
- popcorn
- free flow
- fishbowl

Other options
- a moment of silence
- time limit for everyone

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