

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 are we making policy about?
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/get feedback from
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

