

## Meeting format

POLICY MEETING

opening  
Check in  
**ADMIN** attendance, duration, minutes, information, next meeting

content  
Consent to agenda  
Agenda items  
Report  
Exploration  
Decision  
Update backlog

closing  
Closing round  
on process, content, and interpersonal

## Content items

Report:  
clarifying the information

Exploration:  
hearing reactions & ideas

Decision:  
making a decision

## Consent process

Understand  
◦ present proposal  
◦ clarifying questions

Explore  
reaction round

Decide  
consent/objection round

## Generating a proposal

Understand  
◦ what is the context?  
◦ what are underlying needs?  
◦ synthesize into a needs statement

Explore  
◦ picture forming: dimensions?  
◦ proposal shaping: proposal ideas  
◦ synthesize into a proposal

## Integrating objections

Understand objection  
Explore options  
modify the proposal (to address the concern)  
shorten the term  
measure the concern (to track the concern)

Synthesize amendments

## Operational meeting

OPERATIONAL MEETING

Brief check in

List of projects  
For each project:  
understand (reactions)  
decide/assign  
Next steps

Brief check out

## Selection process

Understand role  
◦ check description  
◦ qualifications for role?  
◦ consent to qualifications

Explore options  
◦ write down nominations  
◦ nomination round  
◦ change round

Decide  
- propose candidate  
- consent round  
- celebrate & publish

## Checklists

for sub-circle/helping circle

- aim/mandate clear?
- domain?
- leadership?
- membership?
- report/evaluation date?

for complete proposals

- final wording
- term/evaluation date
- (measurement)
- (feedback plan?)
- publication/implementation

## Process ideas

Stuck? Do a reaction round.  
Need more understanding?  
research info  
reflect back what is said  
voice feelings & needs  
Need forward motion?  
ask for ideas for next steps  
make a proposal  
delegate a next step  
Take a break | Moment of silence

