

## 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

