

Meeting 6 agenda: Who's going to do what?

1. Announce the meeting time

The meeting will be _____ minutes. (Set the timer.)

2. Check-in round

How are you feeling today?

3. Read introduction

Today, we're going to select a timekeeper to use the timer in a selection process. It's different from an election where the person with the most votes gets elected. We'll be looking for consent, a decision that everyone can live with. Everyone will give reasons for why they think this person would do a good job. You can nominate yourself or someone else.

(Pass out nomination sheets, then read role, duties, and term aloud.)

Role: Timekeeper

Duties: To keep track of time and set the timer during meetings. To tell the facilitator when there are 5 minutes left.

Term: For the next _____ meetings.

4. Qualification collection round

What makes a good timekeeper?

(Write down where everyone can see.)

5. Check for consent to qualifications

(Read list of qualifications.)

Is this list complete? Thumbs up/down/sideways.

6. Nominations round

Write down your nomination silently on your nomination slip.

(Wait for everyone to write down their nominations.)

Who do you nominate, and why?

7. Check for changed nominations

Having heard others, have you changed your mind? (Raised hands.)



8. Check for consent

(Propose person with the best reasons for consent.)

Are we OK with having [*the proposed person*] as timekeeper for _____ meetings? Thumbs up/
down/sideways.

9. Celebrate!

We have a timekeeper!

10. Closing round

How did today's meeting go?

