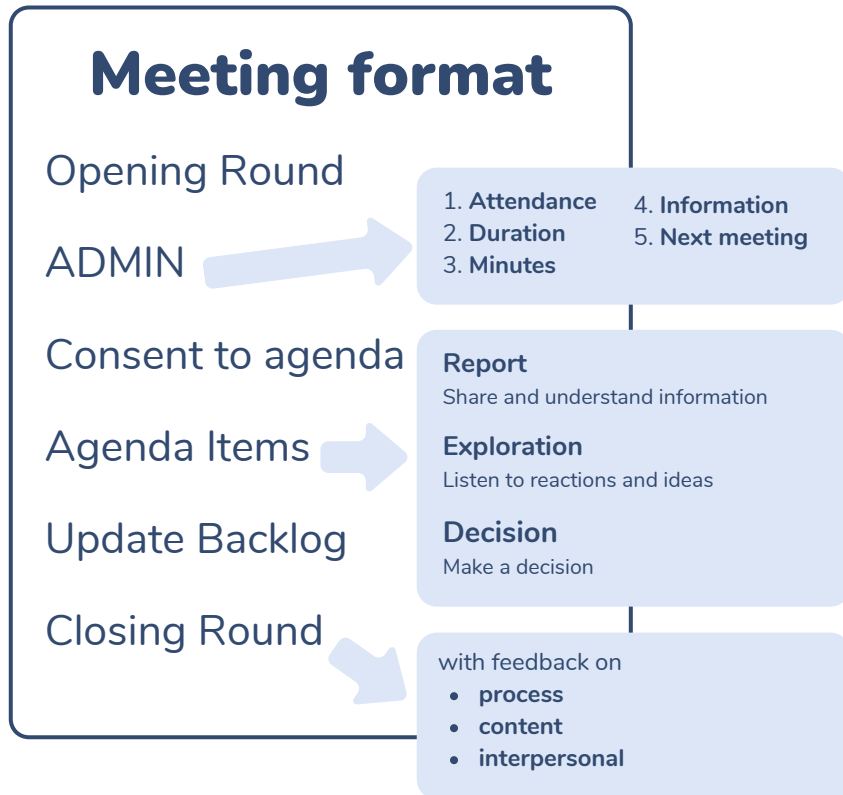


Meeting Facilitation and Decision Making Sheet



Co-create a proposal

Understand

- What is the context? The underlying needs? Synthesise into a needs statement.

Explore

- Picture forming; dimensions?
- Proposal shaping; proposal ideas?

Decide

- Synthesize into a proposal
- Decide by consent

Selection process

Understand role

- Clarifying questions on role description
- Qualifications for role?
- Consent on list of qualifications

Explore options

- Write down nominations
- Nomination round (say why)
- Change round

Decide

- Propose candidate
- Decide by consent
- Celebrate and publish

Checklists

New circle/team

- Aim(s)
- Domain
- Term for evaluation
- Membership
- Roles (Leader, Delegate, Facilitator, Secretary)

Complete proposal

- Final wording
- Term for evaluation
- Metrics for evaluation
- Feedback plan
- Publication and implementation

Decide by consent

Understand

- Present a proposal
- Clarifying questions round

Explore

- Quick reactions round

Decide

- Re-state the proposal (with amendments, if any)
- Consent or objections round
- Integrate any objections
- Celebrate and publish

(Make sure every decision has a review term.)

Integrate objections

Understand the objection(s)

- Clarifying questions round

Explore options

- Modify the proposal (to address the concern)
- Shorten the term
- Measure the concern (to track the concern)

Decide

- Synthesize amendments
- State the amended proposal
- Decide by consent