

Consensus

Group Decision-Making

Roles

- Facilitator:** Move through agenda, identify common themes in an attempt to weave conversations into a logical order
- Time Keeper:** Make sure everything is on schedule (use a time-piece)
- Stack Keeper:** Keep "stack" of whose turn it is to speak
- Note-Taker:** Record proposals, decisions, and responsibilities
- Scribe:** Record brainstorms and other visuals during discussion
- Vibes Watcher:** Watch body-language, attempt to avoid conflicts and keep everyone engaged happily.

Process

1. Choose roles where appropriate and rotate often.
2. Create an agenda with times and an order for each item.
3. Facilitator announces agenda item, asks for presentation.
4. Someone presents the item or issue to the group.
5. The group discusses the item.
6. A clear proposal is made (by anyone).
7. Clarifying questions about the proposal.
8. Facilitator calls for consensus, repeats proposal.

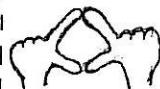
Hand Signals



Twinkle



Point of Info



Point of Process



Direct Response



Clarifying Question



Approved



Stand Aside



Block

"The Straw Poll"

- + Blocks are extreme and should only be used in the most dire of situations!
- + Sometimes more than one facilitator helps.
- + The vibes watcher can call for "step up step back" when conversation is only coming from some people and none from others.
- + Direct response is often abused and should only be used to correct mis-information.

Tips

Approved → Passed, set responsibilities or "stickies"

Stand Aside → Back to 6. or consensus without the stand asides

Block → Rare, but no consensus; next item.

Don't forget to have fun!
 (An arm motion like an elephant's trunk is the signal for something irrelephant!)