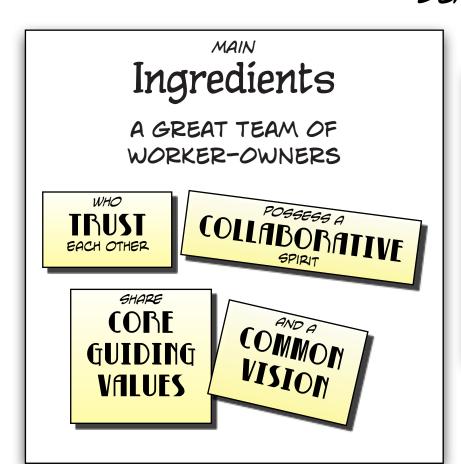
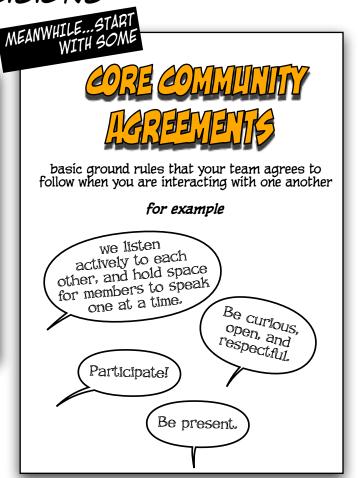
HOW TO

DEMOCRATIC DECISIONS



Having a collective understanding of the big picture will make all your day-to-day operations, including meetings, flow more meaningfully.

To achieve this you may hold a longer Retreat where you can all discuss these questions and the kind of space you want to create together.



JATION T

ESTABLISH

MEETING ROLES

FACILITATOR

NOTE-TAKER

TIME KEEPER

Consider rotating these roles to build capacity in your co-op and help flatten out some hierarchies that often show up in meetings.

CREATE AN

AGENDA

IDENTIFY THE POP

PURPOSE WHY ARE WE MEETING?

OUTCOMES WE INTEND TO ACCOMPILISH

PROCESS WE WILL USE TO GET IT DONE

Make sure you have allocated specific amounts of time for each agenda item.

IN THE MEETING

THE FACILITATOR WORKS TO

SO THAT ALL VOICES ARE HEARD AND VIEWS CONSIDERED

WHEN YOU ARE FACILITATING IT IS IMPORTANT TO

STAY NEUTRAI

If you are PASSIONATE about a particular agenda item, ask someone else to facilitate it.

BUT WHAT IF ...

SOMEONE KEEPS INTERRUPTING?

ASK THEM TO PUT THEMSELVES ON THE

(AN ORDERED LIST OF WHO SPEAKS NEXT)

REMIND THEM OF THE SCOPE OF THE

SOMEONE KEEPS GOING OFF-TOPIC?

AND PUT THEIR ISSUE ON A LIST FOR A LATER DAY OR TIME.

SOME ISSUES JUST NEED

BREAK THE ISSUE INTO SMALLER PARTS AND SCHEDULE THE TIME YOU NEED.

THE ULTIMATE GOAL

of the facilitator is to guide the group through the decision-making process and identify areas of agreement and disagreement.

As the discussion flows, keep track of where there are outstanding concerns and where there are points of consensus - as well as possibilities for a new solution.

PEOPLE ARE OVERWHELMED BY A COMPLICATED TOPIC?