

HOW TO

# FACILITATE

## DEMOCRATIC DECISIONS

MAIN

### Ingredients

A GREAT TEAM OF WORKER-OWNERS

WHO TRUST EACH OTHER

POSSESS A COLLABORATIVE SPIRIT

SHARE CORE GUIDING VALUES

AND A COMMON VISION

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.

MEANWHILE...START WITH SOME

### CORE COMMUNITY AGREEMENTS

basic ground rules that your team agrees to follow when you are interacting with one another

for example

we listen actively to each other, and hold space for members to speak one at a time.

Participate!

Be present.

Be curious, open, and respectful.

# FACILITATION TIPS

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 ACCOMPLISH
  - 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

## EQUALIZE PARTICIPATION

SO THAT ALL VOICES ARE HEARD AND VIEWS CONSIDERED

WHEN YOU ARE FACILITATING IT IS IMPORTANT TO

## STAY NEUTRAL

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

BUT WHAT IF ...

SOMEONE KEEPS INTERRUPTING?

SOMEONE KEEPS GOING OFF-TOPIC?

PEOPLE ARE OVERWHELMED BY A COMPLICATED TOPIC?

ASK THEM TO PUT THEMSELVES ON THE

## STACK

(AN ORDERED LIST OF WHO SPEAKS NEXT)

REMINDE THEM OF THE SCOPE OF THE

## AGENDA

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

SOME ISSUES JUST NEED

## MORE TIME

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.