

# Consensus



It's how we do do business.

Consensus decision-making is a group decision making process that seeks not only the **agreement** of most participants but also the **resolution** or mitigation of **minority objections**.

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Dedicated to the **Environmental Coalition** of  
**Virginia Tech.** 2011- 2012

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## Roles

**Facilitator:** Move through agenda, identify common themes in 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, decision, and responsibilities

**Scribe:** Record brainstorm and other visuals during discussion

**Vibes Watcher:** watch body-language, attempt to avoid conflicts and keep everyone engaged happily.

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## Process

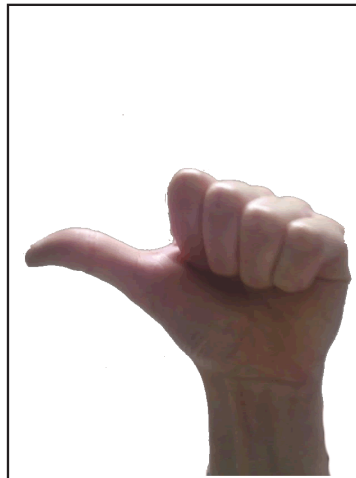
1. Choose roles where appropriate and rotate often.
2. Create an agenda with times and an order for each item.
3. Facilitator announces agenda item, asks for presentation.
4. Someone presents the item or issue to the group.
5. The group discusses the item.
6. A clear proposal is made (by anyone).
7.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



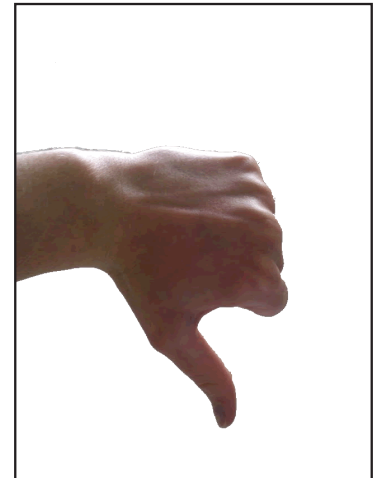
# Hand Signals



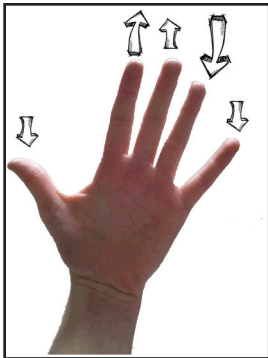
Approved!  
Passed. Set  
Responsibilities.



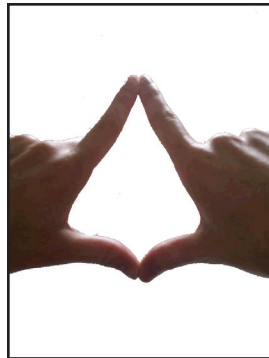
Stand Aside.  
Back to 6. Or consensus  
with out the stand asides.



Block.  
Rare, and no consensus.  
Next Item of Business.



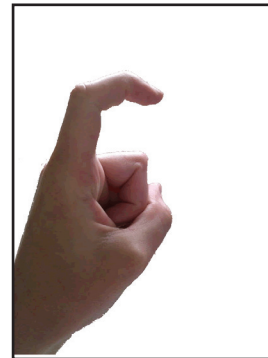
Twinkle!  
"I like (or love)  
what you're  
saying!"



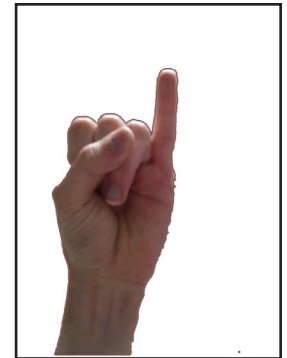
Point of  
Process  
"we're getting  
off the agenda  
topic"



Direct  
Responce  
used only  
to correct  
misinformation



Clarifying  
Question  
"What do you  
mean by..."



Point of Info

## Tips

1. Blocks are extreme and should be used in dire situations!
2. Sometimes more than one facilitator helps.
3. The vibes watcher can call for "*step up step back*" when conversation is only coming from some people and not others.
4. Don't forget to **have fun!** – an arm motion like an elephant's trunk is the signal for something irrelevant!