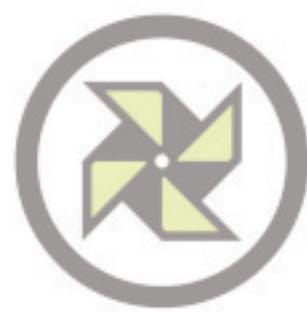


Consensus



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**.

Contents

Roles | Process | Hand Signals | Tips

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

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.

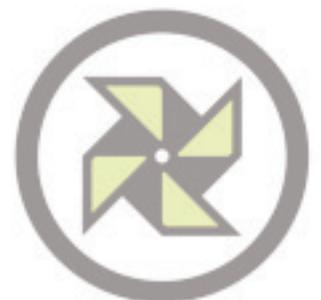
Note-Taker: Record proposals, decision, and responsibilities

Scribe: Record brainstorm and other visuals during discussion

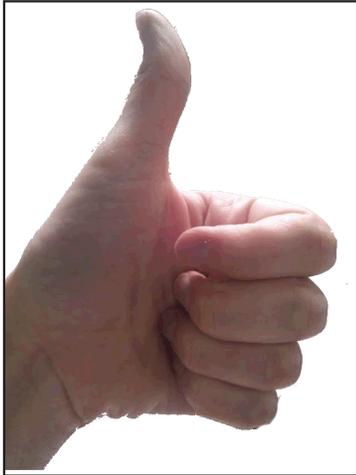
Vibes Watcher: watch body-language, attempt to avoid conflicts and keep everyone engaged happily.

Process

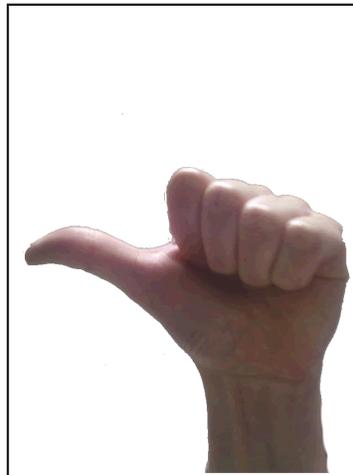
1. Choose roles where appropriate and rotate often.
2. Create an agenda with times and an order for each item.
3. Facilitator announces agenda item, asks for presentation.
4. Someone presents the item or issue to the group.
5. The group discusses the item.
6. A clear proposal is made (by anyone).
7.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



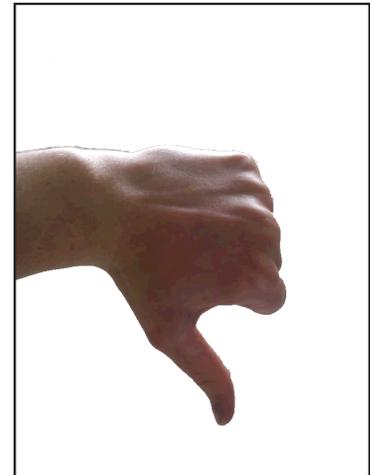
Hand Signals



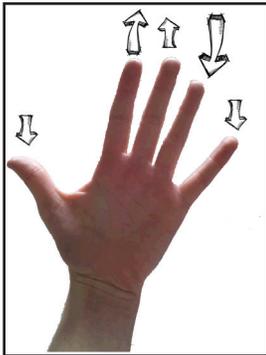
Approved!
Passed. Set
Responsibilities.



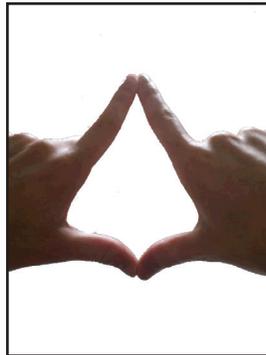
Stand Aside.
Back to 6. Or consensus
with out the stand asides.



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



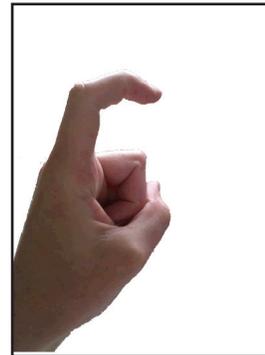
Twinkle!
"I like (or love)
what you're
saying!"



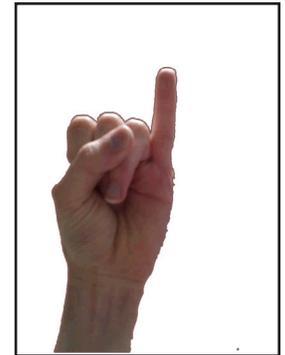
Point of
Process
"we're getting
off the agenda
topic"



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!