PRODUCING PROPOSALS

Picture Forming

- 1. Present the issue, the "ball of yarn".
- **2.** Identify dimensions or elements of the issue, the "strands of yarn".

REMEMBER:

- > No solutions at this stage.
- > This step is about understanding the problem.
- 3. Consent to completeness of the list.

Proposal Shaping

4. Generate proposal ideas in Rounds.

REMEMBER:

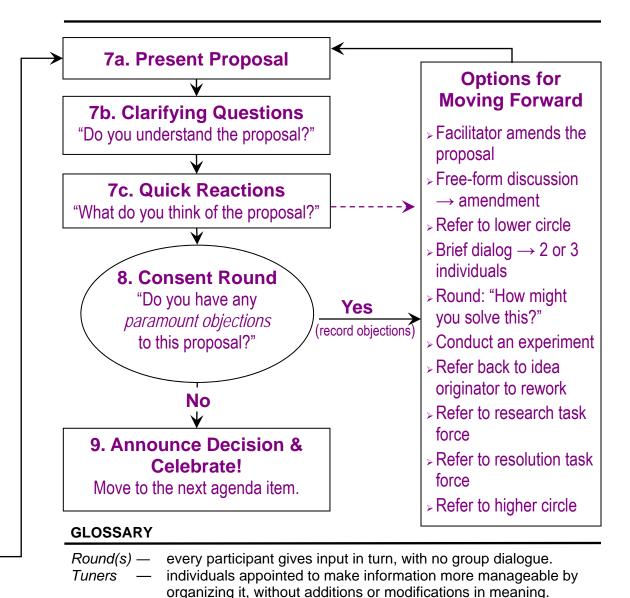
- > Refrain from judging or evaluating ideas.
- > This step is about free-flow creative idea generation.
- 5. Organize ideas.
 - (A) Select "Tuners".
 - (B) Tuners shape ideas concisely, into a manageable number of proposal(s).
 - (C) Circulate proposal(s) to whole circle.

<u>not all dimensions were addressed</u>

REMEMBER:

- > Part (B) can be done in a break or separate session.
- It is important that Tuners keep a neutral attitude while organizing collected information.
- **6.** Confirm that Tuners "did their job" and that all identified dimensions of the issue were addressed by proposal(s).

Consent Decision-Making Summary



ELECTION

Review Role & Specified Term

State responsibilities, qualifications, term.

Submit Ballots

Write "I (your name) nominate (candidate)."

Submit to election facilitator.

Share Reasons Round

"I'd like _____in this role because____."

Invite Changes

Open Discussion

Use this step only if necessary. It is optional and seldom used.

Consent Round

Facilitator proposes the candidate with the *strongest arguments* relative to qualification.

RFMFMBFR:

- > Propose candidate based on arguments. Numeric majority is less important than "weight" of reasons.
- > Ask for the candidate's consent last.
- > To address paramount objections, see "Options for Moving Forward" in the consent decision making process.
- > If necessary, amend proposal and repeat consent round.

-DO NOT!-

- > Elect for an unlimited term.
- > Ask for a volunteer.
- > Inquire who is interested or who is not.
- > Have dialog during a Round.
- > Seek the *perfect* candidate: recall that each candidate has strengths and weaknesses.

Election & Meeting Process Summary

CIRCLE (Policy) MEETING

Opening Round

- > Check-in, transition into meeting
- Requests for changing agenda items

Administrative Matters

- > Announcements, if any
- Consent to minutes of previous meeting
- Confirm next meeting (date, time, place, duration)
- > Accept Content agenda

Matters of Content

Moving through the agenda items:

- Consent to proposals (follow "Consent Decision Making" process)
- Tackle an issue (see "Generating Proposals" process)
- > Accept report(s) from lower circles

Closing Round

Evaluate facilitation, meeting efficiency, group effectiveness: "What went well? What can we improve?"

OPERATIONAL MEETING

Start Meeting

Leader opens meeting informally, with a positive tone.

REMEMBER:

- > There is no opening round.
- > Decisions are made by leader.
- Circulate summary reports before the meeting.
- > Meet regularly and enforce deadlines.

Monitor & Direct Progress

Report in turn on priority activities:

- For project work include item, status, brief note—as needed.
- > For *ongoing work* include trend, aging, brief notes—as needed.
- Leader or peers may give input or ask questions from reporter.
- Leader may provide direction, assign priorities, delegate tasks.