Clarify process.

Clarify process.

Facilitator	Group
Give background of issue Describe process that will move it forward Introduce presenter Make sure the group understands the issue and process	The facilitator has the floor. This is a time for procedural questions, if any.

Next step:

Presentation

Present.

Present.

Facilitator	Group
Make note of anyone indicating their wish to speak, but make sure the presenter gets to finish. ## Next step: Clarifying questions	The presenter has the floor. They frame a topic for discussion in the form of a report, a question, action proposal, etc. A good proposal may include information about the problem and the solution, clearly stated benefits, and rejected alternatives.

Clarifying questions.

Clarify with questions.

Facilitator	Group
Make sure that conversation does not stray.	Clarifying questions are limited to seeking understanding of the situation and proposal.
	Save comments and concerns for later.

Next step:

Open discussion

Openly discuss.

Openly discuss.

Facilitator	Group
Try different techniques to get at the underlying issues and encourage participation. If concerns arise, add them to the list. It's not time for problem-solving. ## Next step: **If there seems to be consensus:** Call for consensus. **If there are concerns:** List concerns.	The full group should be engaged in this step. This is time for discussing the broad idea; stay away from details. Discussion might focus on the precedent that is set or potential long-term effects. Why is this a good idea?

List concerns.

List Concerns.

Facilitator	Group
A scribe can list concerns on paper or whiteboard. If few people speak, another technique might encourage participation. Discourage responses, even 'harmless' funny comments. ## Next step: Group concerns	The full group should be engaged in this step. This is like a brainstorm – all concerns should be listed, none rejected or criticized. Try not to defend the proposal or react to concerns at all. Don't hold back. Springing a concern on the group later is bad form.

Cluster concerns.

Cluster Concerns.

Facilitator	Group
A public copy, like a whiteboard, can be very useful in this stage.	The facilitator and the group work together to group related concerns.

Look for patterns and relationships between concerns.

It's still not yet time to resolve or respond to them! Patience! |

Next step:

Pick a concern and:
Resolve concern

Resolve concern.

Resolve Concern.

Facilitator	Group
If additional concerns arise, add them to the list. ## Next step: **If there are remaining concerns:** Resolve concern **If there are no or few remaining concerns:** Call for consensus **If a concern cannot be resolved at this time:** There may be a block, or more work may be needed.	Explore resolutions for a concern or cluster of concerns. Keep discussion limited to that concern.

Call for consensus.

About these cue cards:

- Developed for display in meeting rooms, allowing participants to visually follow their decision-process steps. Print double sided, so details are hidden on back, unless needed.

- Developed as a side project of the "Quakers in Space" (QIS) reading group, while we were researching how Quakers' consensus-processes were represented in science fiction. Ideas were borrowed heavily from C.T. Butler.

- Developed for freegeek.org collective meetings and available to the public. Creative-commons CC-BY-SA license, Quakers In Space 2009.   http://delib-rating.org