FACILITATION SHEET FOR SOCIOCRACY

Meeting format
- Opening:
  - Check in
  - ADMIN: attendance, duration, minutes, information, next meeting
- Consent to agenda
- Agenda items:
  - Report
  - Exploration
  - Decision
- Update backlog

Content items
- Report: clarifying the information
- Exploration: hearing reactions & ideas
- Decision: making a decision

Consent process
- Understand:
  - present proposal
  - clarify questions
- Explore:
  - reaction round
- Decide:
  - consent/objection round

Generating a proposal
- Understand:
  - what is the context?
  - what are underlying needs?
  - synthesize into a needs statement
- Explore:
  - picture forming: dimensions?
  - proposal shaping: proposal ideas
  - synthesize into a proposal

Integrating objections
- Understand objection
- Explore options:
  - modify the proposal (to address the concern)
  - shorten the term
  - measure the concern (to track the concern)
- Synthesize amendments

Operational meeting
- Brief check in
- List of projects
  - understand (reactions)
  - decide/assign
- Next steps
- Brief check out

Selection process
- Understand role:
  - check description
  - qualifications for role?
  - consent to qualifications
- Explore options:
  - write down nominations
  - nomination round
  - change round
- Decide:
  - propose candidate
  - consent round
  - celebrate & publish

Operational meeting

Checklists for sub-circle/helping circle
- aim/mandate clear?
- domain?
- leadership?
- membership?
- report/evaluation date?

Checklists for complete proposals
- final wording
- term/evaluation date
- (measurement)
- (feedback plan?)
- publication/implementation

Process ideas
- Stuck? Do a reaction round.
- Need more understanding? reflect back what is said
- research info
- voice feelings & needs
- Need forward motion?
- ask for ideas for next steps
- make a proposal
- delegate a next step
- Take a break | Moment of silence

Sociocracy For All
2020
sociocracyforall.org/facilitation