

Earthmind Member Meeting Procedures

Meeting Procedures

In the process of building WELL, we have agreed to certain principals and organization in how we conduct our meetings and decision processes, drawn in part from the principals of Consensus Decision Making. We will continue to honor these traditions and the sense of inclusive community that they foster.

Four attitudes are important for all meeting participants to maintain:

- Responsibility: Participants are responsible for voicing their own opinions, for active listening to others, for participation in discussions and implementation of decisions made.
- Self-Discipline: Speak clearly, to the point, without 'put-downs' or excessive speeches. Try not to repeat what others have said beyond a simple statement of agreement. Don't interrupt others.
- Respect: Be courteous to others and trust them to express their needs.
- Cooperation: Look for areas of agreement and for the 'third' alternative that bridges the gap between apparently opposing viewpoints.

There are several formal roles in any meeting of WELL:

- **Facilitator:** The facilitator's role is to ensure that all voices are heard within the confines of the time permitted and the business at hand. In the role of facilitator there must be no favoritism shown to any party or opinion.
 - At each meeting there will be a facilitator agreed upon by those present or assigned at the time the meeting is scheduled.
 - The facilitator shall:
 - 'call the question' when proposals have been made,
 - 'stack' comments when that seems appropriate,
 - elicit response from those who appear to have something to contribute but may feel shy about speaking up,
 - distinguish between speaking as a facilitator and as a member of the meeting.
- Note Taker:
 - records
 - the subjects of discussion,
 - the essential points made by each speaker,
 - any formal proposals and the group decision on those proposals,
 - informational reports,

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- any actions to be taken for which an agreement has been reached or a commitment has been made.
- Transcribes these notes to a printed or electronic version as soon as practicable and sends them to the meeting attendees for review.
 - In most cases the notes will then be posted on the website or otherwise published for review by WELL members who did not attend the meeting in question.

Proposals, after initial discussion, will be put to the question and each voting attendee will choose to give one of the following responses:

- ❖ Thumb Up: Agreement to the proposal.
- ❖ Thumb Down: Disagreement to the proposal.
- ❖ Thumb Sideways: Need more clarity.
- ❖ No Thumb raised at all: Abstention.

Each participant with a thumb down or sideways shall be asked to explain or express their reasons. Further discussion may ensue, and either modification of the proposal (in which case you start over) or a second call for thumbs. If 80% of the thumbs are up on the second call the proposal shall have passed.