

MEETING DECISION MAKING PROCESS

The aim of this process is to ensure:

- Everyone is included in the decisions that affect them.
- We create the time and space to practice a respectful, honest and open dialogue
- To explore and understand everyone's unique perspective and appreciate how this can help to shape decisions.
- To encourage action and self-empowerment
- To give each other confidence in taking action and responsibility
- To actively listen to one another without interrupting

Consent Decision Making

The following meeting process is based on the consent decision making model. More information can be found here:

<https://www.sociocracyforall.org/consent-decision-making/>

Roles in the Meeting

Facilitator: To guide the meeting according to the defined process and, when necessary, remind participants of the process and reasoning behind it. The Facilitator needs to remain as objective as possible in this process.

Secretary: Taking Minutes. The acting secretary needs to make notes of decisions, providing an overview of how those decisions were reached, and a record of the action steps required to enact those decisions.

Meeting Process

- a) **Creating the Space:** The facilitator opens the meeting by reminding everyone of the aims of this Decision Making Process (see above)
- b) **Check-in Round:** The Facilitator allows each participant in turn to share their current state or thoughts, or offer another type of greeting or opening comment for the meeting. **Responses are not allowed.**
- c) **Administrative Concerns:** The Facilitator allows space to discuss and resolve any administrative or logistical matters that could affect the meeting.
- d) **Minutes from Previous Meeting:** The facilitator allows each person to comment on the minutes from the previous meeting, this may include reporting on any action steps from a previous decision.
- e) **Agenda Building:** (If necessary, this can be done, in part, prior to the meeting through email) The Facilitator builds an agenda to address each item, then processes each agenda item in turn. When adding an agenda item, a participant may only provide a title for the item, and may not explain or discuss the item further until processing of that agenda item actually begins.
- f) **Ordering the Agenda:** The Facilitator may determine the order in which to process agenda items, using appropriate criteria such as expected amount of time and prioritises for decisions. However, if the meeting was scheduled at the special request of one participant, the Facilitator must place all agenda items raised by that participant before any raised by others, unless that participant allows otherwise.
- g) **Processing Agenda Items:** Once the Facilitator determines an initial order for the agenda, the Facilitator must lead participants through processing each agenda item, one at a time.

Processing Agenda Items

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(a) Disclosure and Clarification: It is important that all participants have as much information related to the agenda item as possible. The facilitator allows participants to share all **FACTUAL** information related to the agenda item.

(b) Presenting a Proposal: First, someone may present a Proposal to address the item if a decision to take action is required.

(c) Clarifying Questions: Once the Proposer makes a Proposal, the other participants may ask clarifying questions to better understand the Proposal. The Proposer may answer each question, or may decline to do so. The Facilitator must disallow any reactions or opinions expressed about the Proposal, and prevent discussion of any kind.

(d) Reaction Round: Once there are no further clarifying questions, each participant except the Proposer may share reactions to the Proposal, one person at a time. The Facilitator must immediately stop and disallow any out-of-turn comments, any attempts to engage others in a dialogue or exchange of any sort, and any reactions to other reactions instead of to the Proposal.

(e) Amend & Clarify: After the reaction round, the Proposer may share comments in response to the reactions and make amendments to the Proposal.

(f) Objection Round: Next, each participant, one at a time, may raise potential Objections to adopting the Proposal.

(g) Integration: If there are Objections, the Facilitator then facilitates a discussion to amend the Proposal to resolve each Objection, one at a time. The Facilitator marks an Objection as resolved once the Objector confirms that the amended Proposal would not trigger the Objection, and the Proposer confirms that the amended Proposal would still address the item.

(h) Decision: If there are no further objections and all participants vote on the proposal on a one member one vote basis. Members can vote for, against or abstain and a 75% majority will decide the vote, unless:

- A member requests a voted be counted using the system prescribed in the Society Rules, in which case the procedure of weighted voting is adhered to.

l) Enacting the Decision: all required action steps are described and recorded with persons assigned relevant action steps.

(j) Closing Round: The Facilitator allows each participant in turn to share a closing reflection on the meeting. Responses are not allowed.

Society Rules Voting System

The following is an overview of the Voting system as described in the CTLT Society Rules

Within each class of membership, voting at general meetings is on the basis of one member, one vote.

If any member requests that a vote be counted rather than taken on a show of hands, the votes cast by each class will be weighted (that is, treated as being a greater or lesser amount) to ensure that the final proportions of votes cast by each class of membership are fixed as follows:

Membership % share of voting strength (totalling 100%)

Home Members = 45%

Steward Members = 30%

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Supporter Members = 25%

Votes for each class shall be counted separately. Before combining them, the votes cast for or against (and abstentions) shall be established as proportions of the members of that class present. Then the percentage share of voting strength allotted to that class, as indicated above, shall be applied to each. The votes for and against, along with abstentions, shall be established by aggregating the figures for each in each class.

Qualifications to this system are detailed in 2.8 of the Society's Rules.