Magic phrases FOR MEETINGS

**Clarity**

- **person:** "Help me get clarity on what you mean."
- **group:** "What info do you need so you understand?"
- **reflect:** "Did I get it right? Is there anything else?"

**More ideas**

- **Let’s do a quick round.**
- **universal:** "What comes up for you around this?"
- **deeper:** "What do you think is important here?"
- **forward:** "What do you think we should do?"

**Encourage rounds**

- **As facilitator:** “I’d like to make sure everyone can speak without being interrupted.”
- **As member:** “It’s easier for me to contribute without interrupting others if we do rounds.”

**Forward motion**

- **Move on:** "We can still add more ideas later. Let’s move this along."
- **Synthesis:** “Let’s ask... to write this up into a proposal.”
- **Decision:** “Let’s see whether we have consent on this part.”

**Next step**

“What can we put in place now so we start from a better place next time?”
CONSENT & GENERATING PROPOSALS

Understanding the context

- understand context
- explore underlying needs
- synthesize

"What do we need to know about what's happening?"

"What might be important under that?"

"To summarize, what's going on is.... Correct?"

Generating a proposal

- picture forming (dimensions)
- proposal shaping (proposal ideas)
- synthesize

"What are questions to ask or things to consider when we address this?"

"What are your ideas to address this?" ('I think we should' statements)

[write up proposal pieces]

Consent

"Is there anything you don’t understand about the proposal as is?"

"How do you feel about the proposal?"

"Do you consent/object?", or:
"Do you see any harm in this proposal?"

Objections

Understand: "Let's look at this concern in relationship to the aim."
Explore: "How can we improve the proposal and move forward?"

Sociocracy For All Resources, training, community sociocracyforall.org
**Selections**

**ELECTIONS IN SOCIOCRACY**

- Define role and term
- Gather qualifications
- Consent to qualifications

**Understand**

- "Let's summarize what this role entails."
- "I propose a term of..."
- "What kind of qualifications would you like to see in a candidate?"
- "Is this list of qualifications good enough?"

**Explore**

- "Take a moment and think who you think has those qualifications."
- "Who do you nominate and why? Remember you can nominate yourself."
- "Having heard what you heard, do you change your nomination?"

**Decide**

- "I propose ... for the role of... for a term of .... because ...."
- "Do you consent to .... filling this role?"

**Integrating Objections**

- get more training?
- step down from other roles?
- shorten term?
- track concern?
- give feedback?

- add term end to backlog
- give rights/privileges
- change lists etc.
Meeting format IN SOCIOCRACY

Check-in
"How are you entering this meeting?"
"Let’s make everything is taken care of before we start on our agenda items."

Agenda
"Let me describe the agenda..."
"Are there any additions to the agenda?"
"Are there any objections to the agenda?"

Topics
Decision: "Let’s see if we can make a decision on..."
Exploration: "We will gather some ideas/feedback on..."
Report: "Let’s make sure we all know what’s happening on..."

Backlog
"What from today’s meeting needs to go on the backlog?"
(term ends - roles/policy;follow-up topics /new items

Evaluation
"How are you leaving this meeting?"
"How could we improve content, process, interpersonal dynamics?"

Who is here/absent? Roles?
How long is this meeting?
Last meeting’s minutes ok?
Info/announcements?
Next meeting time?
(or: who schedules?)