

Meeting format

POLICY MEETING

opening
Check in
ADMIN attendance, duration, minutes, information, next meeting

content
Consent to agenda
Agenda items
Report
Exploration
Decision
Update backlog

closing
Closing round
on process, content, and interpersonal

Content items

Report:
clarifying the information

Exploration:
hearing reactions & ideas

Decision:
making a decision

Consent process

Understand
◦ present proposal
◦ clarifying 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

OPERATIONAL MEETING

Brief check in

List of projects
For each project:
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

Checklists

for sub-circle/helping circle

- aim/mandate clear?
- domain?
- leadership?
- membership?
- report/evaluation date?

for complete proposals

- final wording
- term/evaluation date
- (measurement)
- (feedback plan?)
- publication/implementation

Process ideas

Stuck? Do a reaction round.
Need more understanding?
research info
reflect back what is said
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

