FACILITATION SHEET FOR SOCIOCRACY

MEETING FORMAT

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

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
- clarify questions

EXPLORAION
- reaction round

DETERMINE
- 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
- 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
- For each project: understand (reactions) decide/assign

NEXT STEPS

BRIEF CHECK OUT

SELECTED 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

Sociocracy For All
2020
sociocracyforall.org/facilitation