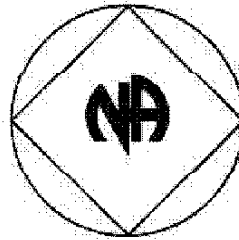


D. A. S. C.

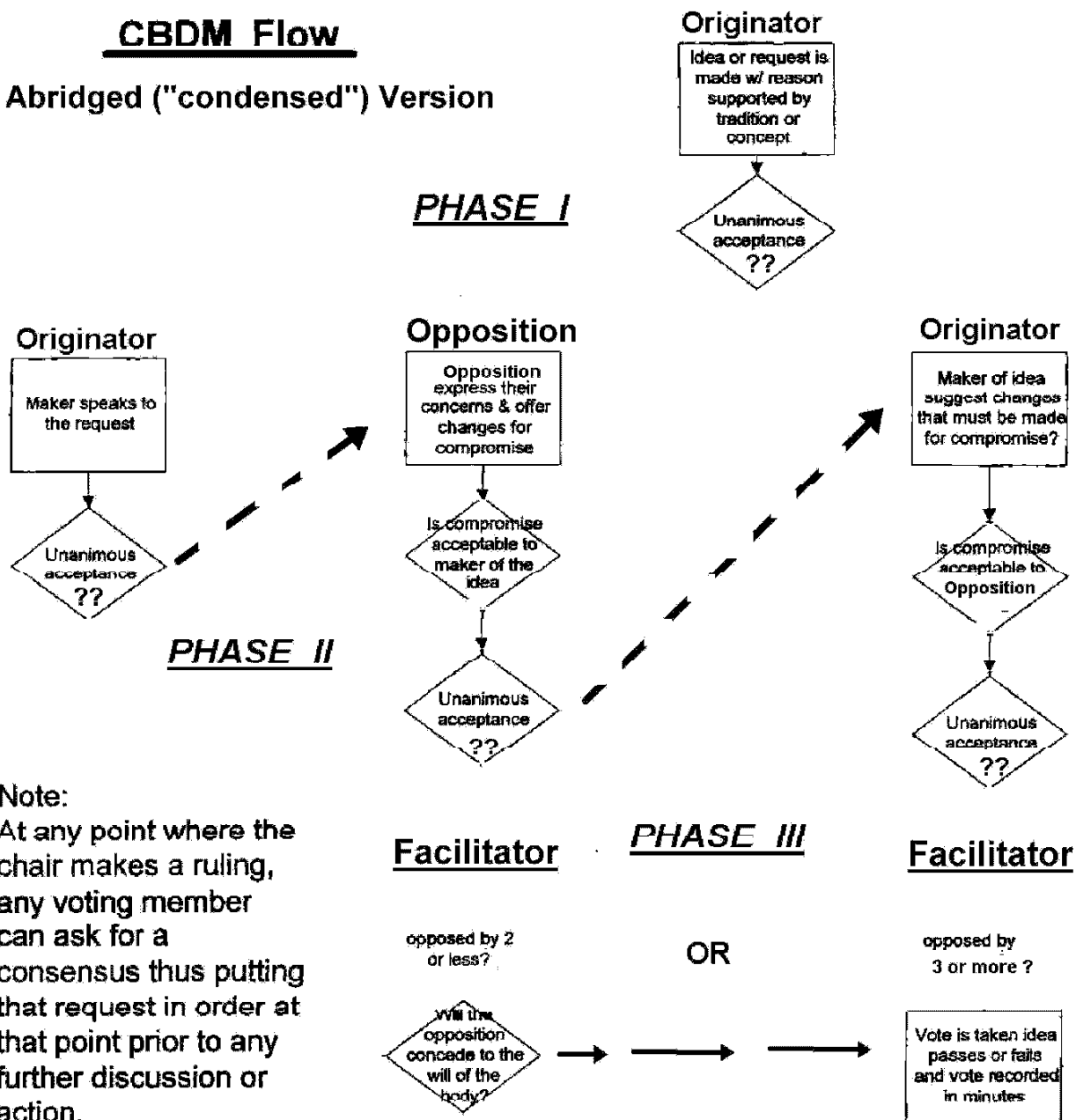
**C B D OVERVIEW**



®

**CBDM Flow**

Abridged ("condensed") Version



Note:

At any point where the chair makes a ruling, any voting member can ask for a consensus thus putting that request in order at that point prior to any further discussion or action.

revised from ORIGINAL: LSRCS Policy and Guidelines (July 2000)

# GUIDELINES & GROUND RULES

\*\*\*\*\*

★ Have Fun! ★

★ Be Open to Change ★

★ Think Outside the Box ★

★ Listen with Empathy ★

★ Share the Time, One Person at a Time ★

★ No Sidebars ★

★ One Thing More Than Anything Else— ★

★ Respect Others ★

★ Put Our Common Welfare First ★

★ Disagree Without Being Disagreeable ★

★ Stay Focused on the Subject at Hand ★

★ One More Time—Avoid Repetition ★

★ We Were Entirely Ready— ★

★ To Start and Stop on Time ☺ ★

★ No Bad Ideas ★

★ No Limits ★

★ No Negatives ★

★ No Debate ★

★ Be Creative! ★

★ Have Fun! ★

★ Participate—Take a Risk! ★

★ Brainstorming *Stops* Whenever ★

★ Arguing *Begins* ★

★ Judging, Evaluating, Criticizing ★

★ Prioritizing Ideas ★

★ Is a Separate Process ★

\*\*\*\*\*

PATIENCE  
TOLERANCE  
TRUST  
UNITY  
FAITH  
COMPROMISE

**some  
spiritual  
principles**

PATIENCE  
TOLERANCE  
TRUST  
UNITY  
FAITH  
COMPROMISE

<b>ROBERT'S RULES TERMINOLOGY</b>	<b>CBD TERMINOLOGY</b>
CHAIRPERSON	FACILITATOR
SEARGANT at ARMS	PEACEKEEPER
VOTE	CONSENSUS (INFORMAL: Straw Polls)
SECRETARY	NOTESTAKER
MOTION	IDEA PROPOSAL
To TABLE	LAY ASIDE
MAJORITY	<b>CONSENSUS</b>
To SECOND	<i>not applicable</i>
AMEND	<b>COMPROMISE</b>

## Consensus-Based Decision-making (aka CBD or CBDM) (abridged Compilation)

"In simple terms, consensus refers to **agreement on some decision by all members of a group**, rather than a majority or a select group of representatives. The consensus process is what a group goes through to reach this agreement. ... *Consensus is based on the belief that each person has some part of the truth and that no one has all of it (no matter how tempting it is to believe that we ourselves really know best!) It is also based on a respect for all persons involved in the decision being considered.*

"**Consensus demands a high level of trust among the members** of the group. People need to believe that **each member is a fair and reasonable person of integrity** who has the organization's best interests at heart. ...

"Another important element of the consensus process is a good facilitator. .... responsible for seeing that everyone is heard, that all ideas are incorporated if they seem to be part of the truth, and that the final decision is agreed upon by all assembled. **The facilitator is the servant of the group, not its leader.** It is his/her job to draw out and focus the best thinking of the group, not to use his/her position to impose or elevate his/her own. ... **the facilitator should strive to remain as neutral as possible** in the discussion. ... many groups rotate the facilitator role on some kind of regular schedule, or choose a facilitator for each discussion depending on who is willing to forgo taking a more active part.

"**A good facilitator needs to be patient, intuitive, articulate, able to think on his/her feet, and have a sense of humor.** He/she should always be on the lookout for things that are missing--a person who wants to speak but has been too shy, an idea that was badly articulated or dismissed too quickly but has potential, or anything happening on the nonverbal level that might be significant. **The facilitator should periodically state and restate the ideas on the table**, the elements that have been agreed on, and the questions still being decided. ...

"*No matter how well the discussion is carried forward, ... there sometimes comes a point where all are in agreement but one or two. At this point there are a few possible courses of action.*

**"One is to ask if the individuals are willing to 'step aside.'** [ (Concede to the will of the body) ]

**"Another possibility is to lay aside the issue for another time.**

**"A third possibility is that one or two people may stop the group from moving forward. ... A refusal to enter consensus should be based on a very strong belief that the decision is wrong ...**

ADAPTED from the ORIGINAL: [www.casagordita.com/consensus.htm](http://www.casagordita.com/consensus.htm)

"*Consensus is based on the principle that every voice is worth hearing, every concern is justified. ...*

"**If a person feel their concerns cannot be met, ... they can 'stand aside'**, and simply not participate in that part ...

"*If they have STRONG objections to a proposal that affects them, they can block the proposal. **Blocks are used rarely and carefully.** ...*

### **The Facilitator**

"*The facilitator observes the content of talk in a meeting. They keep the meeting focused and moving. Commonly people will drift off the subject ... The facilitator reminds them what the subject is ...*

### **Timekeeper**

"*The timekeeper's job, when time is limited, is to ensure that people remain aware of how much time is passing ...*

### **Peacekeeper**

"*Peacekeepers function ... is to keep order and prevent crises. They defuse potential violence from outside ... or within ...*

### **Notes-taker**

"*The Notes-taker takes notes and ensures that they are presented to the group for checking. 'This should be the person who monopolizes the conversation most'*

### **Coordinator**

"*Coordinators act as a switchboard - they keep track of what is being done, who is doing it and what needs to be done. ..."*

ADAPTED from the ORIGINAL: [www.globenet.org/horizon-local/perso/consent.html](http://www.globenet.org/horizon-local/perso/consent.html)

"*...Consensus allows us to recognize our areas of agreement and to act together without coercing one another. ... Consensus is the name of a broad category of processes \_ it is not the name of one particular process. ...however, we generally are referring to a set of rules for decision-making that are consistent with the idea and ideals of consensus. ...*

"*After adequate discussion ... it is asked if there is any opposition to the suggestion as stated. ... If there is no opposition at this point, the decision can be formally stated and adopted.*

"**Any one person can state his or her opposition ... this is a lot of power. Consensus cannot work unless people are responsible regarding their use of this power (i.e., is my objection real, valid and basic ... or is my objection petty ... or a personal ego trip?). There are ways of expressing an objection without blocking the group decision:** non-support (I don't see the need for this, but I'll go along); reservations (I think this may be a mistake, but I can live with it); standing aside (I personally can't do this, but I won't block others from doing it.), [and/or] withdrawing from the group.

ADAPTED from the ORIGINAL: [www.reclaiming.org/about/concencue/invert.html](http://www.reclaiming.org/about/concencue/invert.html)