

Checklist: how to make a group decision

1. Invite everyone to make a proposal

"What do you think about ..."

"So you think that ..., interesting, explain"

"Who has not yet shared their ideas"

2. Ask for opposing opinions

"I would like to hear all opinions, who has another proposal"

"Who thinks differently about this"

"Who does not feel that we should ..."

3. Summarize all proposals

"So if I understand correctly you are saying that ..."

"To summarize I heard that the options are ..."

"Hearing everybody I can summarize that ..."

4. Organise the first public voting round

(remember that a member can vote for more than one proposal)

"Who says yes to proposal A...B...C..."

Stop if the group makes an **unanimous decision**

continue if it is a **majority vote**

5. Ask 'no-voters' about conditions to adjust the winning proposal

"What do you need in order to agree with the winning proposal?"

"How would you like to change the winning proposal"

"On what conditions would you be willing to vote yes on this proposal"

6. Form a new proposal based on conditions

"So we would like to adjust the winning proposal by ..."

"The winning proposal could be changed by ..."

"Hearing the no-voters we want to add the condition of ..."

7. Organise a second voting round

(remember that a member can vote for more than one proposal)

"Who says yes to the following changed proposal of ..."

Stop if the group makes an **unanimous decision** (or at the **desired level of consent**)

Or repeat steps 5 to 7 with **undesired level of majority vote**