

## Earthsong Facilitation Guidelines July 2004

### **Preparation**

- Print all minutes since last Full Group meeting and read so you are aware of proposals and also have an idea of other issues that may be around in the group, if a group has no proposals they may still ask for time, this is at your discretion, taking into consideration what else is on the agenda and how long the items are – they may fit into the announcement slot
- Mark Proposals on minutes for easy reference during the meeting
- Write up whiteboard:
  1. **Welcome**
  2. **Check In** – make sure either you or their buddy introduces visitors, keep the check in general or focus on the agenda, focus on specific issue if appropriate
  3. **Previous Minutes**
  4. **Apologies**
  5. **Announcements** – for minutes or not, if discussion begins then consider moving item to the general agenda, remember this is slot is for announcements only
  6. **Agenda** – decide order of priority, allocate times in consultation with presenter, when allocating times note that 1-5 above generally takes 30 –40 minutes *[see more on this section below]*
  7. **Check Out** – useful specially where the meeting may have been contentious, or long – generally I would suggest that there is always a check out

### **Facilitating the Agenda**

- Ask for a time keeper and minute taker if you don't already know who they are
- The order of coloured cards for discussion is black, red, orange, yellow, green and then blue. Suggestion is that you keep a pen and paper note of the order they are raised – its easy to forget when there is a sea of colours in front of you!!
- In decision node, the order is red, orange, yellow, blue then green. If red or orange cards are shown then those people get to speak and followed by further discussion and possibly changes to the proposal then recarding
- Ensure that the minute taker reads the proposal from their notes to ensure the correct wording is being recorded

### **General Guidelines**

- Keep the meeting moving as much as possible
- Stay alert and focused on whole room, endeavour to not engage in the content of the meeting
- Be aware of your own judgements, strong objections or opinions and if there are issues being raised where you cannot be objective, have someone ready to step in for you
- Take authority
- Have fun
- Arrange for a co-facilitator if you wish
- Sit in a place where you can see as many people as possible
- Before the meeting arrange with someone to debrief with afterwards
- Ask for help if you need it
- Remember that we are consenting/reaching consensus, rather than voting!