

## **FACILITATION PROCESS**

### **ROLE OF FACILITATORS**

The role of the facilitator(s) is to assist in conducting business by recognizing speakers, clarifying and focusing discussion, and keeping the body to its agreements. Facilitators are to use their judgment in guiding the process. While their decisions may be challenged by delegates (and voted on by the body), this should be done only when necessary for the overall process, never for personal reasons. Facilitators do not engage in any advocacy on any proposal while facilitating. If they wish to speak to an issue, they must step out of their facilitation role to do so.

### **SPEAKING ORDER**

Facilitators may recognize a number of delegates at once and place them in a "stack". At the discretion of the facilitators or the request of the delegates, the stack may alternate by gender. Facilitators may "close" a stack when time is limited. To be recognized by the facilitator, those wishing to speak line up in the speaking queue alternating genders. Persons speaking out of turn will be cut off immediately by the facilitator and placed at the end of the stack. Persons who repeatedly do so may be disallowed from speaking.

Raising both hands indicates a "point of process". This takes precedence over any other process and the facilitator must immediately stop discussion to hear and decide the point of process. A point of process is generally a violation of the bylaws or process agreements of the group; however, the group may allow process suggestions by the facilitator or even "points of information" to assist the discussion. The facilitator must immediately cut off any attempt to use point of process to argue, rebut, or otherwise engage in discussion of the proposal.

Delegates may indicate agreement with what is being said by "twinkling" (holding both hands upraised, palms out, and wiggling fingers) to avoid taking up verbal time.

### **CONSENSUS PROCESS STEP-BY-STEP**

1. Present proposal
2. Clarifying questions
3. List concerns & affirmations (may include general discussion)
4. Seek to resolve concerns (including amending proposal)
5. Test for consensus
6. If concerns remain, are those who hold concerns willing to stand aside?
7. If not, seek to resolve individual concerns one by one (time permitting) by restating, clarifying, discussing
8. Test for consensus
9. If unresolved, are all willing to stand aside?
10. If not, go to closing options:
  - A. return proposal to committee/working group, or
  - B. refer to ad-hoc group, or
  - C. request additional time, or
  - D. move to vote
11. If voting:
  - A. re-establish quorum if necessary
  - B. restate proposal, including amendments
  - C. brief caucus, if necessary
  - D. roll call vote by delegate