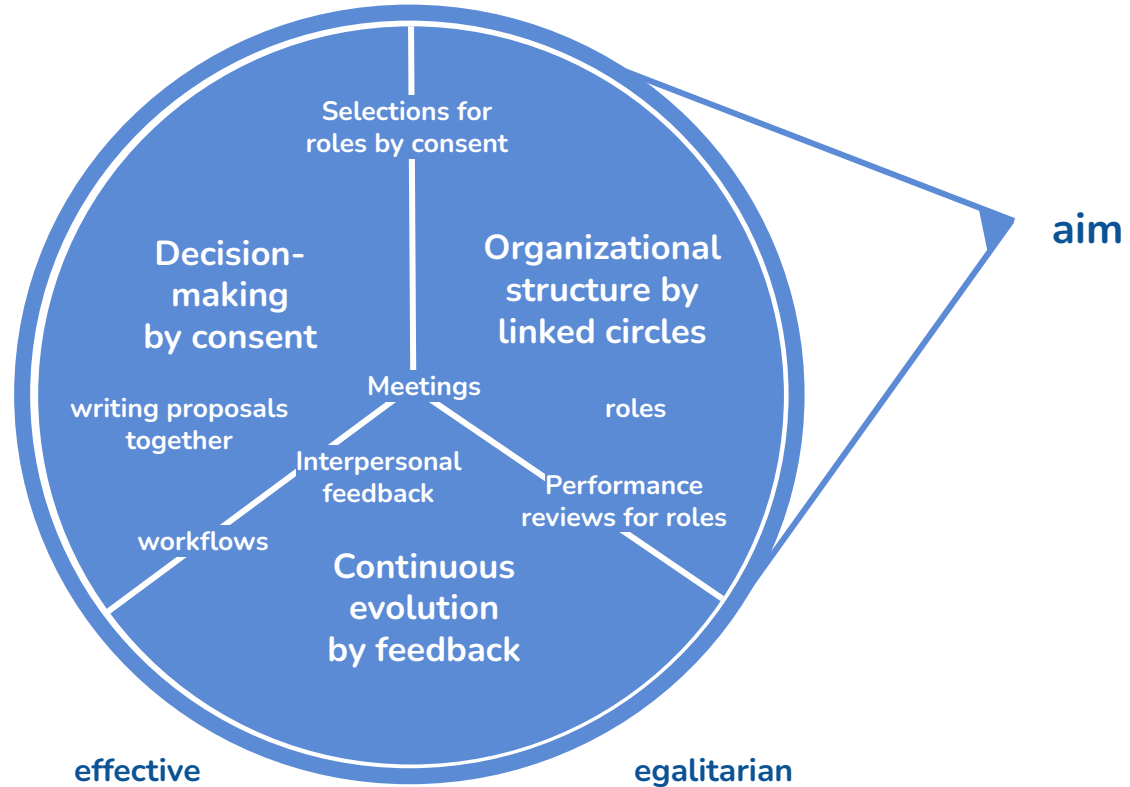


Free intro: Inclusive meetings

Context



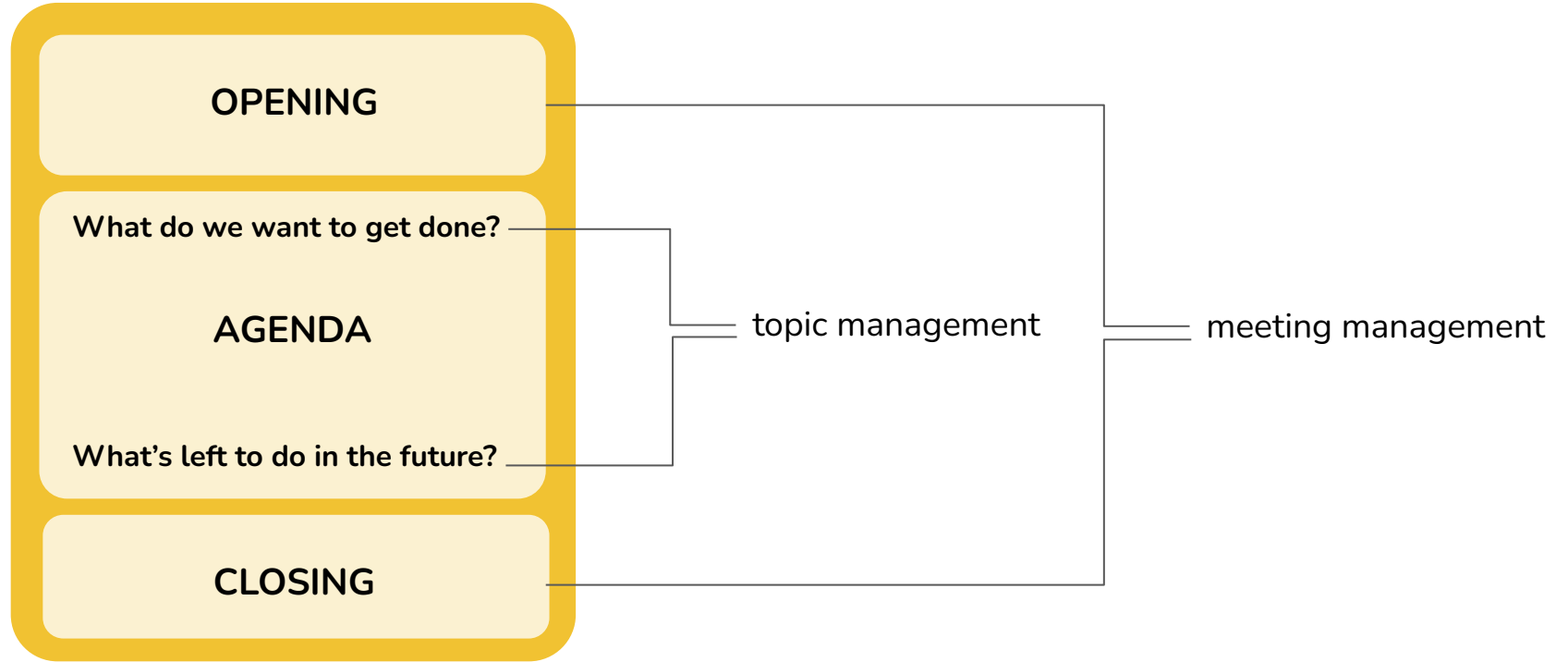
Sociocracy



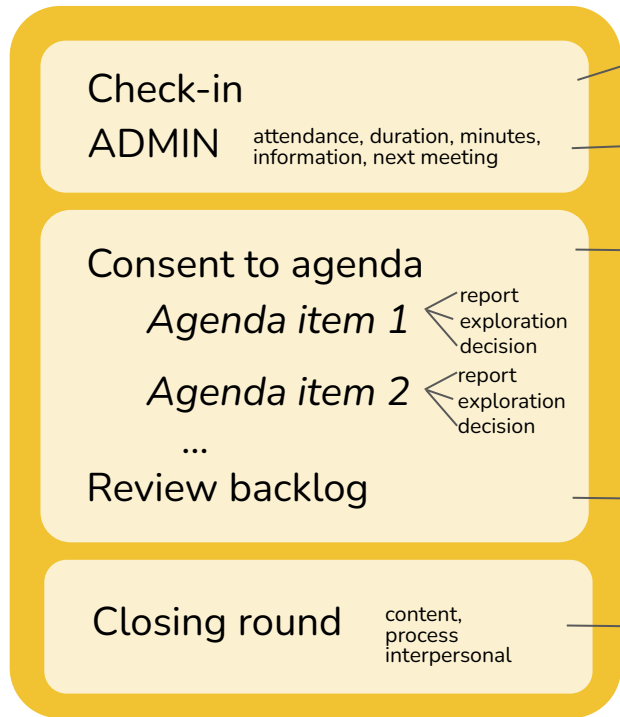
Meeting format



Meeting format



Meeting format



How are you arriving at this meeting?

Attendance - Who is here/missing? All roles filled?

Duration - How long is this meeting?

Minutes - everything up to date?

Information - are there any announcements?

Next meeting - confirm date or make a plan.

Is this agenda good enough?



Reports: sharing information



Explorations: generating ideas or input



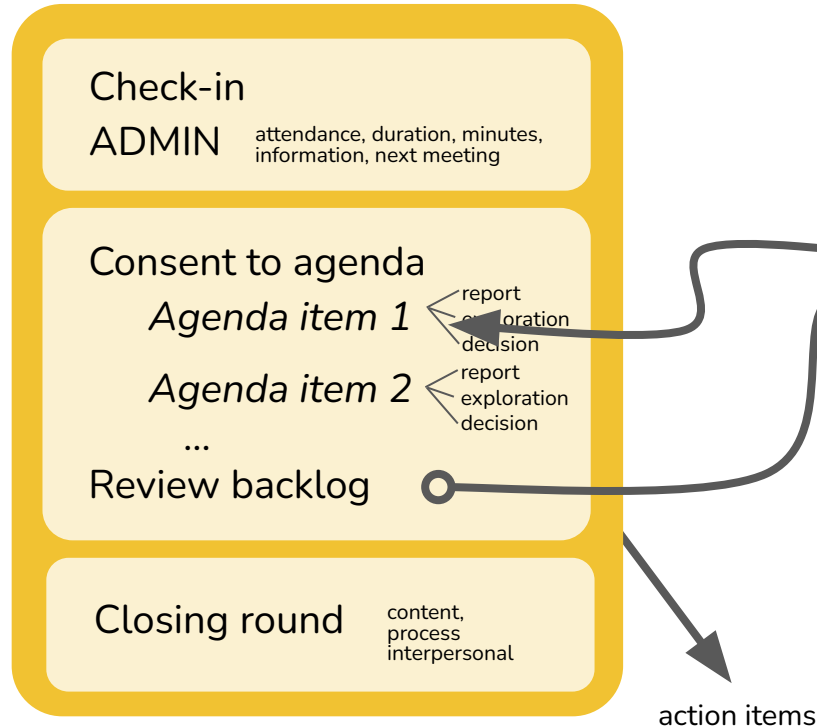
Decisions: making decisions

What agenda items are needed in the future?

How could content, process and relationships be improved at future meetings?

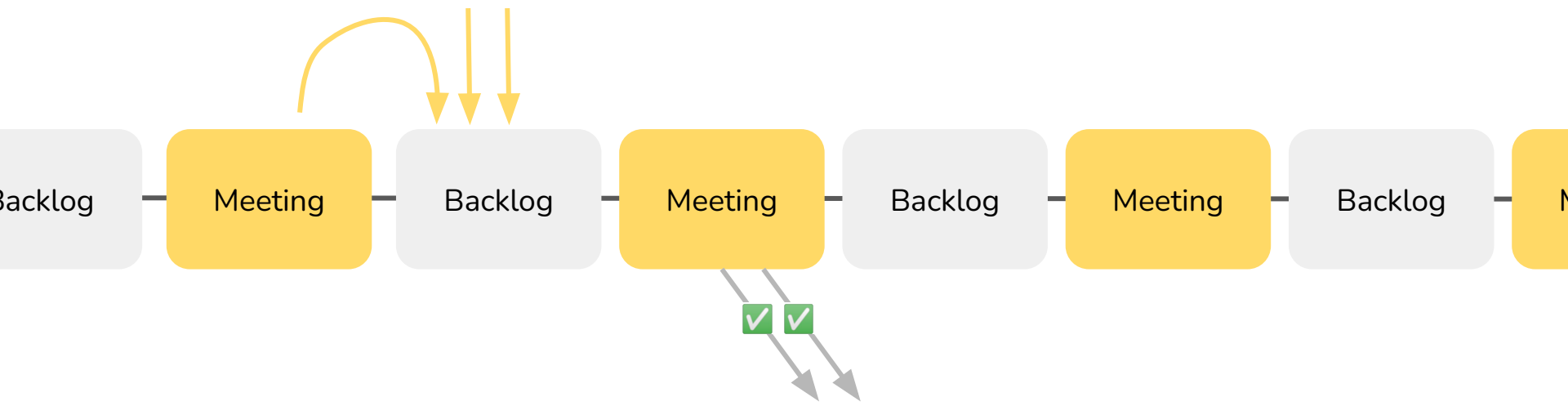
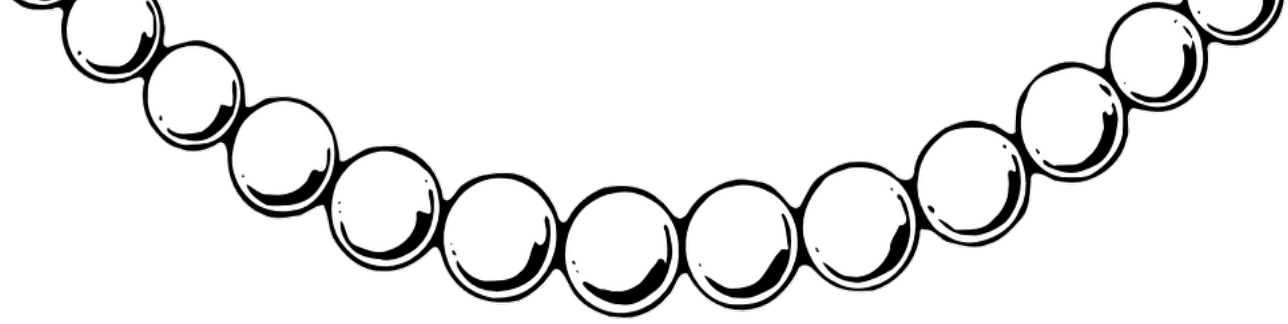


Meeting format



Circle minutes

Circle aim		
Circle domain		
Roles and terms		
Backlog		
What	Priority	Who?
Mike's email	!!!	Amy
Continue proposal on XYZ	!!	Lexi
Meeting Feb 24 2022		
Meeting Feb 10 2022		
Meeting Jan 28 2022		



Similar: action items and task management system

Time	Min	Topic	
0:00	8	Opening round	
0:05	3	ADMIN <ul style="list-style-type: none"> • Attendance (<i>all members here? All roles filled?</i>) • Duration (<i>how long is this meeting?</i>) - • Minutes (<i>last times minutes - anything needing attention?</i>) • Information (<i>announcements?</i>) - • Next meeting (<i>confirm date or make a plan</i>) - 	
0:08	3	Consent to agenda (<i>Is this agenda good enough?</i>)	
0:10	20	Agenda item 1 notes	<input checked="" type="checkbox"/> report
0:30	10	Agenda item 2 notes	<input checked="" type="checkbox"/> exploration
0:40	15	Agenda item 3 notes	<input checked="" type="checkbox"/> decision
0:55	25	Agenda item 4 notes	<input checked="" type="checkbox"/> exploration
1:20	5	Update backlog (<i>new items for the backlog?</i>)	
1:25	5	Closing round (<i>What could be improved next time? Content/process/relationships</i>)	



Rounds



Rounds



✓ Checking for understanding

✓ Hearing reactions & ideas

✓ Checking for consent

Rounds

- Work best in groups of 3-8 people
- Shift/shuffle the order from time to time
- Give clear prompts
- Distinguish facilitator/member voice
 - ◆ Facilitators best in the middle of the round
 - ◆ Be clear - example “as facilitator...”/”as member...”



Rounds



Ok, but what if people just talk and talk? Or interrupt? Or go off topic?

1. VALIDATE

“I notice x is important to you”

“Can I summarize how I understand your point and see if I got it?”

(BACKLOG)

“Could we put it on the backlog so we can really focus on it?”

“I think this justifies its own agenda item”

(BE INTENTIONAL)

“Should we change the agenda now so we can accommodate this?”

2. REDIRECT

... “I’m curious what your answer is to...”

... “Let’s hear xy as they’re next in the round.”



Questions so far?





Exercise: validate and redirect

Come up with good ways to intervene.

[Person Y interrupts in the middle of a round and says their opinion]

?

(discussion about budgeting)
"I think the real problem is that we're not onboarding new members fast and well enough. The whole budgeting discussion is pointless."

?

[Person gets very upset about something tangentially related and unpacks it at length.]

?

Meeting minutes



- + Writing directly into the agenda
- + General overview of a discussion/report
- + Recording decisions in the final wording
- + Content to keep for later (brainstorms)
- + Backlog items
- + Optional: action items



- Lengthy notes (intransparent!)
- Duplicates
- Names (unless relevant)



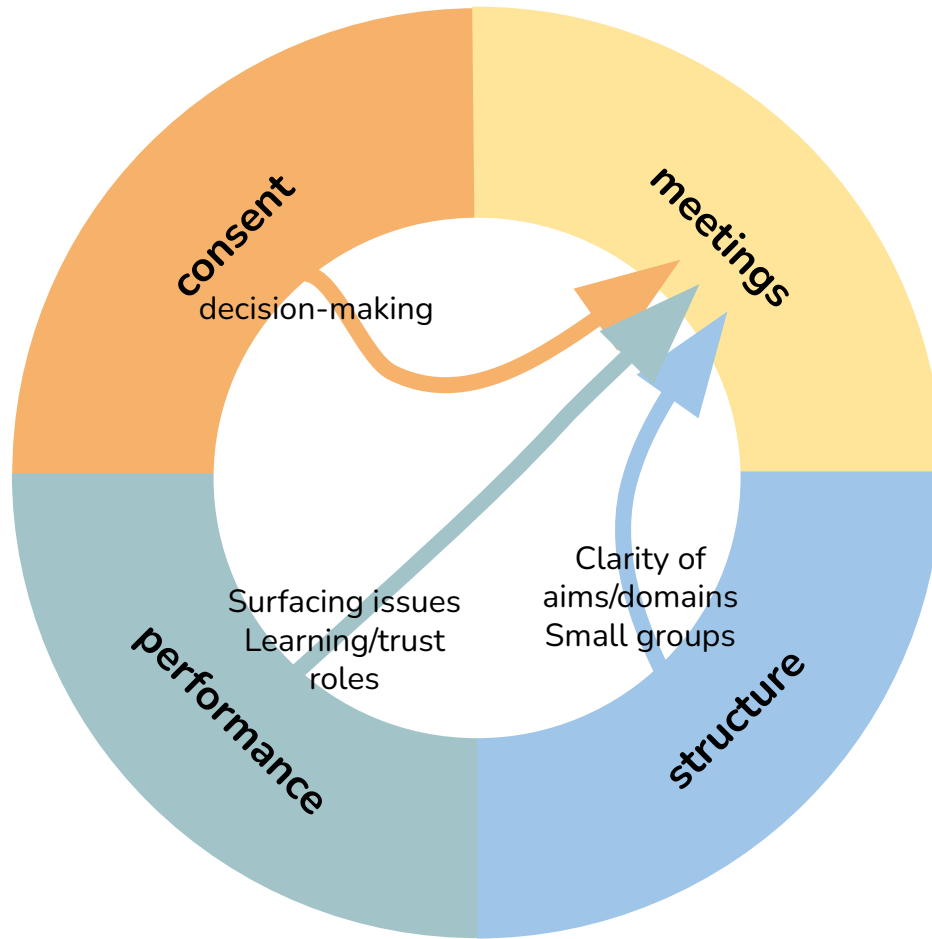
Articles about meeting format

- [Sociocratic meeting format](#)
- [How to make a an agenda and a minutes sheet \(with template\)](#)
- [How to run an engaging board meeting \(no jargon\)](#)
- [On rounds](#)

[Circle Name]		
Aim	Domain	
● —● CIRCLE MEMBERS ● —●		
Name	Circle Roles & end of term (YYYY-MM)	Linking Roles & end of term (YYYY-MM)
[Name, email]		
[Name, email]		
[Name, email]		
[Name, email]		
[Name, email]		
● —● LINKS AND MEETINGS ● —●		
TEMPLATE (2021-XX-XX)		
.....		
📌 ● —● BACKLOG ● —●		
Topic name	[who is holding it?]	[Review date]



Sociocracy



>> Aug 4 <<

Full class



Topics

- Shepherding a topic beginning to end & effective agenda planning from building blocks
 - Reports, exploration, decision
 - Selections vs. consent process
 - Cadence of items
- Flexible changes in agendas
- Shortcuts to save time
- Writing proposals together quickly



Exercises

- Co-drafting proposals
- Planning an agenda
- Better meeting evaluations



Modules

Consent

Deciding together
Free overview
Sociocracy For All

Facilitating group decision making
Full Class
Sociocracy For All



Meetings

Inclusive meetings
Free overview
Sociocracy For All

Patterns and processes for inclusive meetings
Full Class
Sociocracy For All



Structure

Building horizontal organizations
Free overview
Sociocracy For All

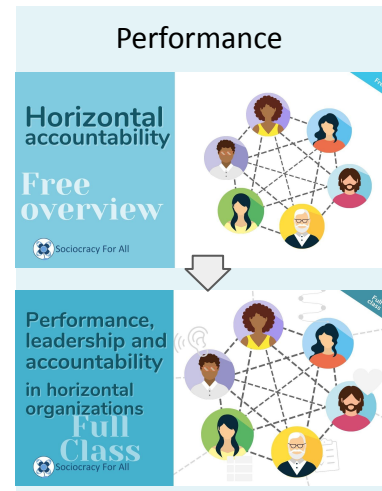
Decentralizing decision-making with circles and roles
Full Class
Sociocracy For All



Performance

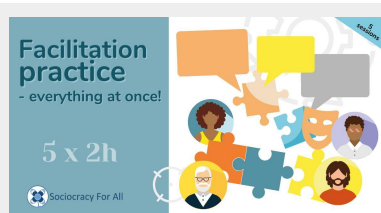
Horizontal accountability
Free overview
Sociocracy For All

Performance, leadership and accountability in horizontal organizations
Full Class
Sociocracy For All



Practice

Facilitation practice
- everything at once!
5 x 2h
Sociocracy For All



Sociocracy Leadership Training
- immersion training
9 weeks
Sociocracy For All



Broaden

Nonviolent Communication
speaking and listening with compassion
3x 2h
Sociocracy For All



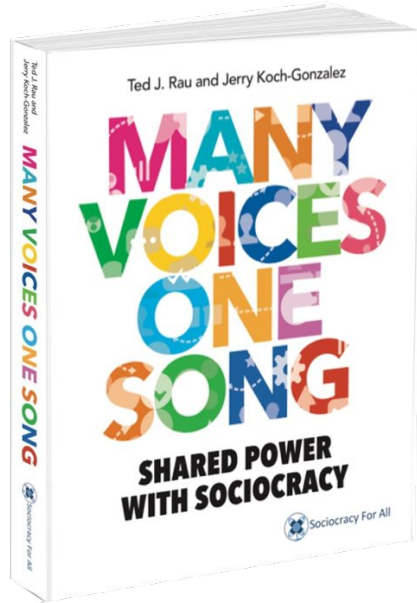
Certification

Sociocracy Academy
12 months
Sociocracy For All

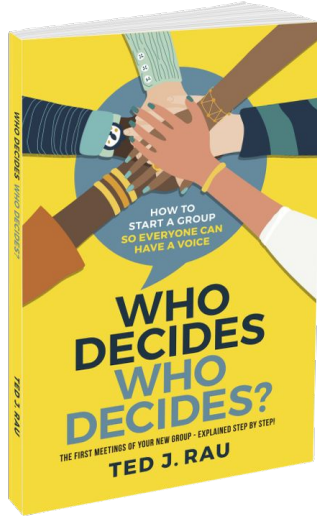


Sociocracy For All

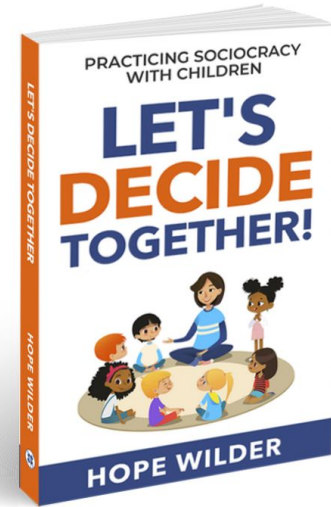
Learning opportunities
www.sociocracyforall.org/training



sociocracyforall.org/mvos



sociocracyforall.org/who-decides



sociocracyforall.org/lets-decide-together

