

Cape Codders for Peace and Justice

Meeting Guidelines

- Standard open agenda (below)
- Brief check-in and -out
- Dialogue guidelines (below)
- Decision-making by consensus (below)
- Rotation of facilitator, decision-keeper and "vibes watcher."
- This meeting's decision-keeper will be next meeting's facilitator.
- The decision-keeper shall announce decisions recorded (for final confirmation).

Standard open agenda format

...was not recorded in the minutes; this is an attempt to recreate the agreement:

1. Check In
2. Agree upon: agenda; recorder-of-decisions (to be next meeting's facilitator); vibes-watcher; timekeeper; date and place of next meeting
3. Treasurer's Report
4. Committee Reports
5. Old Items
6. New Items
7. Announcements
8. Checkout

Dialogue guidelines

...also were not recorded in the minutes, but were something like:

- Keep comments concise
- Don't repeat what has been said
- Be considerate and respectful
- Give priority to those who haven't been heard from

CCPJ Consensus Process

1. Begin with a clear proposal.
2. Proponent responds to clarifying questions.
3. Check for concerns.
 - A) If no concerns are expressed skip to 4 ((proposal passed, consensus was reached)
 - B) If concerns are expressed, proponent addresses them, then:
 - a) amends proposal or...
 - b) withdraws proposal or...
 - c) postpones proposal for consideration at a future meeting (perhaps forming a small group to draft compromise) or...
 - d) tests for consensus (if there are blocking concerns, proposal fails; if not, it passes). Participants have these options:
 - 1) Agree
 - 2) Agree with reservations
 - 3) Stand aside (enabling consensus to take place, but not actively participating)
 - 4) Block (only on principle) – blocker must develop counterproposal to seek compromise; only participants who have attended two prior meetings may block.
4. With a consensus agreement, make provisions for implementation and accountability.
5. If someone is not at a meeting but they are key to consensus we'll hold consensus until they have a chance to respond.