# Making Decisions by Consensus

## Goal

To develop a decision that we all can support.

## Duration

No more than 1 hour

## Agenda

### 1.0 Welcome

Get a common understanding of Consensus and the process to be used.

### 2.0 Review the Proposed Decision

* + Review the proposed decision.
  + Go-Around one at a time and state where you stand on the decision. Explain your position. Everyone else just listens.

### 3.0 Discussion: Clarify Replies

* + Confirm areas of agreement.
  + Identify areas of disagreement, and seek changes that will remove the objection.
  + Re-write decision to include only information acceptable to all, and document any items as "not yet agreed" for later discussion.

### 4.0 Final Check: Confirm Agreements and Differences (if any)

Go-Around the group and confirm consensus on all aspects of the (revised) decision as well as any items for later attention that we don’t have agreement on today.

### 5.0 Document Decisions and Next Steps

Document the decisions and explain next steps to implement the decisions and follow-up on any points not yet agreed to.

## Resources

### Book

Leading Great Meetings: How to Structure Yours for Success.

<http://www.amazon.com/Leading-Great-Meetings-Structure-Success/dp/0692446001/>

### More About This Template

<http://www.lucidmeetings.com/templates/rick-decision-consensus>