

Consensus Decision-Making: The Formula

1. **Introduce the Item:**
 - define it
 - state what is to be decided
 - provide background information

2. **Discussion:**
 - build on each others' ideas
 - everyone contributes, even if it is just to agree with a point, ask for clarification, or indicate ambivalence

3. **Summarize and Clarify:**
 - Facilitator keeps discussion on track, periodically summarizes and clarifies

4. **Test:**
 - is beginning to repeat itself, Facilitator states the conclusion that seems to have been reached and asks if anyone objects
 - do a round; silence can only be taken to mean agreement if that is stated as a ground rule
 - the decision must be one that all group members are able to live with; if serious objections exist, the decision is not made

5. **Confirm:**
 - state the decision