

# Consensus Flowchart



**Step 1: Introduce and clarify the issue(s) to be decided**  
Share relevant info. What are the key questions?

**Step 2: Explore the issue and look for ideas.**

1. Gather initial thoughts and reactions. What are the **issues** and people's **concerns**?
2. Collect **ideas** for solving the problem – write them down.
3. Have a **broad ranging discussion** and debate the ideas. What are the pros and cons?

*Start thinking about solutions to people's concerns. Eliminate some ideas, short list others.*

**Step 3: Look for emerging proposals**

Look for a proposal that weaves together the best elements of the ideas discussed. Look for a solution that addresses people's key concerns.

**Step 4: Discuss, clarify and amend your proposal**

Ensure that any remaining concerns are heard and that everyone has a chance to contribute.

Look for **amendments** that make the proposal even more acceptable to the group.

**Step 5: Test for agreement**

Do you have agreement? Check for the following:

**Blocks:** I have a fundamental disagreement with the core of the proposal that has not been resolved. We need to look for a new proposal.

**Stand asides:** I can't support this proposal because ... But I don't want to stop the group, so I'll let the decision happen without me.

**Reservations:** I have some reservations but am willing to let the proposal pass.

**Agreement:** I support the proposal and am willing to implement it.

**Consensus:** *No blocks, not too many stand asides or reservations? Active agreement?*

**Then we have a decision!**



**Step 6: Implement the decision**

*Who, when, how? Action point the tasks and set deadlines.*