



Baseline for Project Selection Workgroup Decision Processes

May 2014

Ground Rules

1. Listen as an ally: focus on the quality of listening.
2. All perspectives are valued and respected: everyone has an opportunity to participate.
3. Focus on new input.
4. Be concise.
5. Have fun.

Levels of Consensus

1. I can say an **unqualified ‘yes’** to the decision. I am satisfied that the decision is an expression of wisdom of the group.
2. I find the decision **perfectly acceptable**. It is the best of the real options we have available to us.
3. I can **live with** the decision. However, I’m not especially enthusiastic about it.
4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision and will **stand aside**. I am willing to support the decision because I trust the wisdom of the group.
5. I do not agree with the decision and feel the need to **block** the decision being accepted as consensus.
6. I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be achieved.

Voting Procedures

- For approving all non-financial matters, if a vote is necessary due to the lack of consensus, a simple majority vote will be sufficient.
- For approving all financial matters (e.g. submission of projects for a grant application), a super majority (2/3 vote) will be required.
- In any case where the Workgroup is at a formal voting impasse and cannot make a decision, it will be up to the RWMG’s discretion to decide how to resolve the issue.
- Once the Chair has determined that the Workgroup is at an impasse and a vote is necessary, he/she will ask for a motion and a second. After the motion has been seconded, the Workgroup will be given an opportunity for further discussion on the specific components of the motion. Following this discussion, the Chair will call for a show of hands to pass or fail that motion.

Chair Selection Process

1. Determine who is eligible: RAC members and alternates, preferably not RWMG
2. Provide overview of preferred Chair attributes:
 - Prior experience in chair role
 - Willing and able to serve
 - Ability to even-handedly articulate all interests
 - Consensus-builder
3. Outline responsibilities (see below).
4. Take a five-minute break to discuss potential candidates.
5. Reconvene and nominate and/or volunteer members to be the Chair.
6. Reach consensus and/or vote.

Responsibilities of Workgroup Chair

General

- Oversight of Workgroup meetings and reporting to the RAC

Responsibilities Applicable to Workgroup Meetings

- Identify when the Workgroup has reached an impasse and needs to move forward with formal voting to resolve an issue.
- Summarize key decisions and action items at the end of each Workgroup meeting.

Responsibilities Applicable to RAC Meetings

- Report back to the RAC on Workgroup recommendations at RAC meeting(s).
- Coordinate with Consultant Team on presentation materials for RAC meeting(s).

Responsibilities of Workgroup Members

- Attend meetings consistently.
- Come prepared (review materials ahead of time).
- Be responsive to requests between meetings.
- Follow the Ground Rules.
- Represent RAC members within your Functional Area.

Responsibilities of Consultant Team

- Develop and distribute technical materials to support Workgroup prior to meetings.
- Deliver background and technical information by agenda topic.
- Communicate any changes in the Baseline Decision Process to the RWMG.

Responsibilities of Facilitator

- Manage agenda and select members to speak in turn.
- Enforce the ground rules.
- Keep group on task and on time.
- Make process suggestions that increase the group's effectiveness and efficiency.