

## Decision-Making Handout

# Decision-Making by Consensus



## The Process

1. Explain the concept and process of consensus to the group involved. Review the basic guidelines for consensual decision-making.
2. Explain the issue, task, goal, proposal, or action needed in clear terms.
3. Identify areas of agreement and disagreement, and ascertain the general level of support within the group.
4. Discuss significant concerns, suggested changes to any proposals, and/or different alternatives.
5. Work toward consensus, reflected in an acceptable level of support by all. Determine the level of support by:

*Non-affirmation:* A person can not support in any way.

*Affirmation with reservations:* A person can't completely support, but feels that their concerns have been heard and they can live with the proposal if adopted.

*Affirmation:* There is whole-hearted support.