

## Consensus Decision-Making Process

1. Chair (or assigned discussion leader) opens discussion on major topic
  - *This process should be saved for significant decisions that require a unified response.*
2. Once discussion has been completed, leader or other member states a proposal
  - For example: *We propose that in order to complete work on our strategic goal we ask the parish to hire an outside consultant.*
3. Leader asks for clarifying questions
4. Leader states process objective that: "Each member can live with the decision, can support it and will not undermine it outside of this meeting."
5. Leader tests for consensus.
  - *Typically this involves asking each member at the table to indicate whether they can support the proposal with a 'yes' or 'no'.*
6. If consensus (all respond 'yes') is not met, return to discussion to determine if there is a way to modify the proposal that will meet everyone's concerns. If a way is found, test again for consensus.
  - *If a way is not found after further discussion, consider other options (delay until another meeting, table the proposal until another solution can be proposed, drop proposal, etc)*
7. Once consensus is reached, communicate to appropriate parties.