

Guidelines For Establishing Consensus

PROTOCOLS

1. All motions on the BOT formal meeting agenda will be placed on the agenda of an open discussion meeting chaired by the chairman of the BOT. This meeting shall be held before both the BOT informal meeting, and the BOT formal meeting. The managing director and department managers of the World Service Office shall be available onsite to answer questions if needed. The Chairman will allocate sufficient time on the BOT agenda for this meeting. The chairman will prioritize the order of motions discussed in terms of importance to the fellowship as a whole, with particular regard to external (e.g. WSBC) deadlines.
2. Motions dealing with staffing actions, legal issues, or other matters deemed appropriate by the BOT chairman are to be deferred to a closed meeting. Relevant staff will be invited to attend for provision of information only, where required. Financial issues, such as the budget, are to be brought to the open meeting.
3. BOT members are encouraged, where time permits, to bring any potentially contentious new ideas/problems to the Board informal meeting before bringing a formal motion to the next board meeting, with the purpose of a) assessing support for the item and b) gathering a variety of potential solutions before development of a motion
4. “Consensus” will be loosely defined as “something we can all live with”
5. No committee/regional/officer reports will be part of this discussion. The reports are not motions.
6. The consensus agenda in no way interferes with the normal consent process. All motions remain on the consent agenda until removed.
7. The BOT formal meeting is to ratify the motions. No formal votes may be taken during the consensus discussion meeting, though straw polls may be taken if desired.

MEETING PROCEDURE

8. The discussion meeting would be an opportunity for possible amendments, opinions, alternatives, etc. to be raised. The chairman will invite discussion and questions from all present in keeping with the running of an informal meeting, bearing in mind the need to consider the voice of the minority viewpoint and the need to reach consensus wherever possible. Depending on the number participating, methods may include that the chairman go around the room and ask everyone to make a comment, if they chose; that if there are a large number of people, those who wish to will make comments, possibly with a reminder signal after two

minutes; that anyone who wishes to make a second comment wait until everyone had a chance to speak at least once; that individuals be invited, where appropriate, to share out of sequence to allow hearing of differing viewpoints.

9. The maker(s) of the motion will speak for no more than two minutes to give any additional background.
10. If consensus is not reached on any particular item at the discussion meeting, it may be held over to the next quarterly BOT meeting. If an issue is deemed to be of such urgency that it cannot be held over, it will be placed on the agenda of the BOT formal meeting at that gathering of the BOT. If consensus cannot be reached and it is apparent that a motion will be lost, it is recommended that the maker of the motion withdraw the motion from the BOT formal agenda.

LITERATURE ITEMS

11. The Chairman may consider a separate question and answer session for substantial literature items. The chairman will ascertain acceptance in principle before editorial/wordsmithing issues are addressed. The relevant committee will then represent the item in writing to the full BOT meeting.

AMENDMENTS

12. Any amendments/substitutions, including those arising from the discussion meeting, would be drafted by a subcommittee composed of the maker(s) and other interested parties before the formal BOT meeting. Particular consideration will be given to including on this subcommittee those both for and against the motion, and those with a minority viewpoint. Any amendments to motions needed as a result of the consensus discussion will be referred to a subcommittee for development. Amendments arising will be given to all BOT members in writing prior to voting at the BOT formal meeting.