

Decision Making Procedure

Purpose of the procedure

This document outlines the method that the project uses to make all Project's decisions. This procedure forms the essence of the Project's governance. The method described herein exists in a prototype form. It is intended to reproduce to the largest extent possible, the functionality of in-person full group meetings.

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Document cross references

- Participation Process
- Pod Management Process

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1. DECISION MAKING PROCEDURE

In this document, unless otherwise stated, "Participant" means Participant or Full Participant.

PROJECT DECISIONS

The Project makes decisions by the consensus of Project Participants.

Consensus is understood to mean a process of creating proposals that align with the vision, mission and purpose of the Project, and, such proposals are intended, from the outset, to have a substantial level of support.

An authoritative record of all minutes and decisions made, shall be kept in the Participant's area of the Project's website.

THE ROLE OF PODS

Project decisions are deliberated, proposed, and decided within the environment of Pod meetings. Full group meetings are not used in this model, with those functions being distributed to the collective of Pods.

Pods may not make decisions independently, unless explicitly delegated by a decision of the Project.

LIFE CYCLE OF DECISIONS

The decision life cycle starts when the Pod minutes containing the proposal are published. It ends either when each Pod has subsequently met and published minutes, or, by the passage of 10 days, which ever occurs sooner. At the conclusion of a decision's cycle, it is either passed or failed, according to the Coloured Cards process below.

PROPOSAL GENERATION

Pods generate proposals for consideration by the collective of Participants. When wording proposals, Pods are to adopt wording that is imperative in tone, positively framed, uses clear concise language, and is specific, eg dates, any associated costs. If the proposal is intended as a trial or prototype, then a sunset / expiration date is to be included.

Because there is no opportunity to adjust proposal wording during the decision cycle, it is recommended that Pods consult appropriately using the Consulting Procedure, especially where proposals are more complex. Otherwise Pods should try to build "sleeping on it" time into their proposal generation workflow.

The verbatim wording of each proposal is to be recorded in the Pod's minutes.

PROPOSAL CARDING

"Card" and "Carding" refers to the use of "Coloured cards", which are a set of cards, issued to each Participant, and used for the purpose of decision making.

For each decision, each Participant has a single opportunity to card each proposal. Carding may only occur in-person, during Pod meetings. ("In-person" means either in person or using video conferencing technology).

For proposals created at their own meeting, Pod members may register their own Cardings either at that meeting, or at the following meeting, at their discretion.

At the conclusion of the decision cycle, the name of each Participant and their card colours are to be published to all Participants. Card counts are withheld for the duration of the meeting cycle³.

The summation of the collective of Pod member cardings during the decision cycle, comprises the Project's decisions, and the results published in the Participants area of the Project's website.

A quorum of 50% of Participants is required to pass each decision. Quorum is calculated by totalling the number of unique Participants present at Pod meetings during the decision cycle divided by the total number of Project Participants not currently on approved leave of absence.

COLOURED CARDS METHOD

A green card denotes support for the proposal, and a blue card denotes support for the proposal with a slight reservation. An orange card denotes non-support of the proposal but without blocking. Whereas a red card denotes: I am blocking this proposal because i believe that it does not serve the documented purpose of the Project.

If any orange or red cards are raised, those Participants shall summarise their concerns. If the carding does not yield any red cards, the proposal is considered passed.

If a proposal is not passed, the proposal is sent back to the originating Pod for more work.

Participants using red cards are expected to provide assistance to the Pod in the generation of an alternative proposal.

FALL BACK VOTE

If consensus is not reached on a given matter after two full decision making cycles, then a decision may be taken, at the discretion of the originating Pod, by a 75% majority vote of Full Participants.

From the publishing of the Pod minutes where a Pod initiates a full back vote, and also providing that an additional email notification has been sent to all Participant's, a period of 7 days shall be allowed for Full Participants to cast their vote. Voting shall take place online, and the results (including names and votes) published to Participants.

REVISITING DECISIONS

If any participant notices that a decision previously made missed something important, they may, not more than 7 days after the passing of a decision, contact the pod that originated the proposal for the decision, and that pod at their discretion may put forward a supplementary or revisionary proposal.

Otherwise decisions may only be reopened with the prior written agreement of 50% of Participants, or 20 Participants, which ever is the smaller. Except decisions made using a fall back vote, in which case it requires the prior written agreement of 50% of Full Participants.

Notes:

Note 1. The intention of the decision making cycle rhythm is to provide flexibility to, in general, allow decisions to be completed in the period between successive pod meetings, but where pod meetings overlap, to ensure that each pod has a chance to card.

Note 2: The purpose of fallback voting is to mitigate the impacts of a vexatiously blocked consensus, or to unlock a persistent quorum failure.

Note 3. Card colours are published for transparency. Card counts are withheld for the duration of the meeting cycle for group think mitigation.

2. CONSULTATION PROCEDURE

This consulting procedure is intended to support the Decision Making Process. Consultation is carried out by Pods so as to gather input from the Project's participants.

RECOMMENDED USES FOR CONSULTATION

- To gather early input before designing systems and processes.
- Prior to significant and/or high-impact decisions
- For other situations where a pod believes that a matter might benefit from wider participant involvement, or where the matter may impact other pods.

LIFE CYCLE OF CONSULTATION

Pods may only initiate a consultation during a pod meeting. The minute taker publishes the wording of the consultation in the minutes of the meeting. Any participant may then submit input on the consultation at any time either inside or outside of a pod meeting.

Pods may choose any reasonable interval for participants to submit input, but generally 7 days would be a typical or minimum period length.