



Meetings Policy

The following Meetings Policy, outlines the guidelines and structures for all meetings pertaining to Lunik Co-operative. This includes bi-weekly between councils, meetings within councils, Semi-Annual meetings and any other meetings that may arise. These guidelines were created to ensure meaningful participation and an inclusive atmosphere for all meeting attendees. With this in mind, we aim to keep meetings a place of democratic decision making and diverse discussion. This policy was created loosely based on Martha's Rules for meetings and discussions.

Meetings are incredibly important as they are the platforms for discussions and decision making. As a cooperative, the fundamental principle guiding all meetings is the spirit of cooperation. Decisions are made as a **collective based on inclusive and open discussions.**

The Martha's Rules are as follows:

"Every decision we make is something we have to work with, and so it seems essential to us that we understand and have a commitment to the things we decide. We recognize that consensus decision-making, while it generates high-quality decisions, takes a lot of time and energy. Some decisions are simply not worth the effort. So, we developed a way to test whether an issue was important enough to warrant taking the extra time to develop consensus while the decision was being

discussed."

There are certain skills the participants must share for the process to be most effective.

- . The participants must be willing and able to listen carefully to what others are saying.
- . The participants must be trusting and brave enough to speak their minds.
- . The participants must care about the group's welfare as well as their own
- . The participants must, when necessary, be willing to shed personal attachments to pet ideas.

The five steps are a framework and need not be followed to the letter. They have proven to be helpful in focusing discussion and in giving first time facilitators some suggestions.

Briefly:

1. Preparation
2. Generating proposals
3. Making proposals concrete
4. Voting:
 - a) "sense vote"
 - b) "vote vote"
5. Implementation and review.

PREPARATION:

All participants should be familiar with the topic, but if not, the facilitator can plan an agenda, and estimate time limits for discussion. When participants have agreed about these, they can continue to:

GENERATING PROPOSALS:

When there is not a specific proposal, this step allows open discussion of issues and generation of alternatives, including possible effects and implications of various actions.

MAKING PROPOSALS CONCRETE:

Take ideas and create one or more proposals. Find how group feels about budget, resources, division of labor, goals, assumptions, etc. Distinguish questions of principle from those of practical details. See who is willing to work if proposal is accepted.

VOTING:

A) the "sense" vote. To discover how the group feels about the

proposal.

1) the facilitator states the proposal

2) the facilitator takes a hand count on the following:

Who likes the proposal?

Who can live with the proposal?

Who is uncomfortable with the proposal?

3) this is repeated with all the proposals on the particular topic. Interpretation of the results includes looking for a balance. If most are 'uncomfortable' or 'can live with it', the proposal should probably be scratched. More favorable or uncertain should go to the "vote vote". Discussion is encouraged.

B) the "vote vote". Find out what the "uncomfortables" are uncomfortable about, and see if the group is willing to decide by majority rule.

1) those who are uncomfortable are asked to state their reasons why

2) vote on the question: "Should we implement this decision over the stated objection of the minority, when a majority of us think that it is workable?" "Yes" means one favors majority rule, "no" means postponing the decision.

If the "yes" votes win, the proposal passes. If the "no" votes win, the proposal is defeated, and the group is faced with several options:

a) generate a new proposal, taking into account the objections of the "uncomfortables"

b) continue discussing until enough people change their minds.

c) accept that the issue can't be decided at this time.

SUMMARY: THE SENSE VOTE

The sense vote identifies those who are willing to support and work on a proposal, and who is apathetic or willing to go along. A person may vote "uncomfortable" if they want to say more about the topic. The proposal with the most positive votes is usually the one most likely to be implemented.

IMPLEMENTATION AND REVIEW:

Be sure everyone is clear on precisely what was decided. Then answer the questions:

. What is to be done?

. Who is to do it?

. What criteria will be used to determine when the job is done?

. Will the decision need to be reviewed?

In addition to these general guidelines, the following guidelines are also followed, specific to the needs of Lunik Co-op.

Meeting Procedures:

All meetings are facilitated by a rotating Chair. There should be a system in place to ensure that all coordinators and members who wish to chair have a turn on a regular and consistent basis to do so. The role of the chair is to:

1. Facilitate Discussion. This includes:

-“Discussion periods” should involve an overview of the subject to ensure that everyone at the meeting can understand the topic at hand given no previous background on it.

-Finding creative ways to generate discussion such as brainstorming techniques.

-Capping discussions and allotting specific amounts time to ensure all items on the agenda are discussed.

-Ensuring all members feel comfortable to speak and voice their opinions. At the same, also limiting the ability of a few members to dominate discussion.

-Ensuring that the discussion pertains to the topic at hand. The chair must redirect the focus of discussion if discussion derails from topic. This is extremely important to run efficient and productive meetings.

-Facilitate discussions on proposals:

a. A proposal or question is then posed to the group to obtain an initial vote. The vote is loosely based on the following questions:

Who likes the proposal?

Who is indifferent with the proposal?

Who is uncomfortable with /opposed to the proposal?

2. Uphold the guidelines of the Meetings Policy and Safe Space Policy.

3. Prepare the Agenda:

-the agenda must be prepared and sent out at to all

coordinators and members at least 2 days prior so that members may have a chance to familiarize themselves with the agenda and add items if need be.

-The agenda should include leftover tasks and ongoing projects.

-All agenda items must have a time designated for discussion. Times may be proposed by the chair and revised by other members if needed. Ideally a meeting should never exceed 90 minutes unless special circumstances.

-Agenda should be revised if items need to be added. The final agenda and meeting reminder should be sent to attendees at least one day prior.

-The agenda must introduced in full, revised if needed and then approved at the start of each meeting.

-The meeting should then follow the agenda and the designated time for each item. It is the responsibility of the chair to ensure that this is the case.

4. Assign a member to take down the minutes of the meetings

This responsibility includes:

-Noting all resolutions and decisions made

-Noting all tasks and persons designated to each task

-Noting developments on ongoing projects and noting any new projects that may arise from the meeting.

-Make note of who is in attendance and date of meeting.

-At the end of the meeting, the minutes **must be posted online on the website: www.lunikcoop.com** password: radicalness

5. Ensure all decisions made and passed are done within the guidelines of the Constitution and By-laws. There must be quorum and required consensus as outlined in the Constitution.

6. Conclude each meeting with a list of tasks to be accomplished by the next meeting and who shall be responsible for their completion.

Meetings are a positive space where members should feel comfortable and free to voice their opinions. **As such the Safe Space Policy is to be respected and applied to all meetings.** Please see the Safe Space Policy for these principles in detail and the principles specific to meetings. In addition, the following also apply to personal conduct:

1. Be open and clear in regards to input given during meetings. When requested, clarify statements. We will never dismiss an individual's or group's interpretation of statements or actions as wrong. Rather, we will seek to clarify our intention as author.
2. Respect and listen to whoever is speaking. There is only one speaker at a time. Cutting off a person in their dialogue or interrupting speech is disrespectful and not tolerated.
3. When giving input, be open to critique and discussion. Critiques are never intended as personal attacks.
4. Criticism should be constructive.
5. Personal attacks are never tolerated.
6. Aggressive behavior and responses are absolutely not tolerated. Any action, behavior or words that cause intimidation, fear or semblance of authority will not be tolerated and the author of any such action will be asked to leave.
7. In the spirit of cooperatives, all members aim to work in cooperation with one another. This means, priority is given to working with one another, developing ideas and decisions as a collective.
8. In the spirit of cooperatives, members and coordinators are accountable to each other for their tasks and ideas.
9. Respect is given to all members equally and ideas as well. Discrediting and disrespecting members or their ideas is not tolerated.
10. In order to create an equal and comfortable atmosphere, it is important to be conscious of how we carry ourselves in discussion. We should avoid dominating the discussion or speaking in a domineering manner (tone of voice, volume used, words used).
11. If one should feel that they are unable, at a particular time, to communicate in a positive and constructive way, we would support and encourage each other to take a break.

12. We recognize that it is always the right of a member to raise any concerns they have with their interaction between individuals or the group at the time of the interaction or at any time they feel ready to do so.

13. We place a high value importance of open communication and the need to raise concerns as they arise. We strive to create an environment where all voices have equal weight.

14. In the spirit of cooperation, members should aim for consensus based decision making practices.

General Recommendations

The following are good tips to create positive, productive and efficient meetings:

-Input Go-Around: Go around in a circle and ask for individual input.

-10 Minute Brainstorm and Present: Ask people in groups of maximum 3, to brainstorm their ideas on a topic for 10 minutes maximum and present their findings to the group.

-Mood Check-ins: Mid-way or part way through the meetings, go around and ask people how they feel. If people feel taxed or tired, it is usually best to adjourn the meeting until another time.

-Diversify Discussion: Discussions can be made easier and more productive in creative ways. For example, use games or visuals, to keep discussions lively.

-Icebreakers/Openers: In meetings with new people, it is ideal to have an icebreaker to introduce one another and to create a more comfortable environment.