

## ASC Decision Flow Chart V1 Spring 2021

### General Consensus

Item is agendaized so that discussion and potential decision is publicly known, allowing interested parties to attend the meeting and share information and opinions

Item is presented and discussed. Decision or next step is agreed upon during the discussion.

Minutes should clearly document the final consensus of the group.

### Formal Vote

#### First meeting:

Item is agendaized, along with reasonably complete draft of associated document(s)  
Item is presented during the meeting, discussion could occur, but is not required

#### Second meeting:

Item is agendaized with final draft of associated document(s)  
Item is presented and discussed. Chair is responsible for setting time for discussion and procedure for public comment on the item  
Item is moved for approval, this can include amendments  
Item is seconded for approval  
Discussion by voting members only  
A motion to amend can be made, must be seconded  
Discussion on amending (voting members only)  
Vote to accept or reject amendment  
Discussion on perfected item  
Vote on overall motion

How to decide on whether a formal vote is needed?

**Note:** If something is decided with general consensus, anyone could always demand a formal vote at the next or special meeting. Doing something by a more informal consensus-based decision making only poses problems when the issue is 1) time-sensitive and 2) there is strong disagreement! Make sure it's clear to everyone that the formal vote process is available as a recourse. As a committee leader, do not schedule contentious and time-sensitive decisions relying on general consensus. Plan on the formal vote for items like this.

Consider the **weight** of the decision – the formal vote is time-consuming and can be burdensome. It just isn't possible for all committee-vetted decisions to go through the process. It is up to the committee chair to use good judgement when bringing an item forward for input.

If information comes up in what was planned as an informal discussion that indicates the decision is more weighty than originally understood, it is simple to move to the formal process!

Consider the **need for speed** on the decision. Sometimes there is great negative impact if a decision is not made quickly. In other cases, little is lost by providing time for thought and consideration over the course of a couple of meetings.

*Revision Date: Spring 2021*