Decisions, Decisions!

Organize meetings
Agenda
- Structured time
- Focused intent
Establish (and implement) procedures
- Parliamentary procedures
- Meeting manners
  - Keep an open mind
  - Listen carefully
  - Express opinions respectfully
  - Stay on topic
  - ONLY speak when you have something NEW to add to the discussion

Decision-Making Strategies:

<table>
<thead>
<tr>
<th>D</th>
<th>Determine: What decision needs to be made? Who will this decision affect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Examine: What are the alternatives? Gather Information. Discuss the possible pros and cons.</td>
</tr>
<tr>
<td>C</td>
<td>Consider: What are the goals or purpose of your group? Will this decision reflect the goals?</td>
</tr>
<tr>
<td>I</td>
<td>Identify: What solutions make the most sense regarding time, space, and resources?</td>
</tr>
<tr>
<td>D</td>
<td>Decide: Which method will you use to help you decide? Use it.</td>
</tr>
<tr>
<td>E</td>
<td>Evaluate: Are you happy with the outcome of your decision?</td>
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</tbody>
</table>

Take Action:
- Voice vote
- Show of hands
- Ballot
- Value vote
- Fist to five
- Random draw
- Flip a coin

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