

# GUIDELINES FOR DISCUSSIONS

## **Table Discussions**

This process involves roundtable discussions during which each table discusses the same questions and then reports out to the larger group. The guidelines for conducting these discussions are:

- It is important to stick to the discussion topic and the question at hand.
- Viewpoints of all participants are considered of equal value regardless to the participant's title or position.
- No participant should dominate the discussion. Body language can be used to show assent or dissent and to ensure that all participant perspectives are being included.
- The table participants should strive for consensus and report on areas of agreement (votes should be taken only if absolutely necessary).
- Consensus is defined as being when no one feels strongly about adding something and no one objects strongly to the proposed wording.
- It is helpful to have someone volunteer to take notes of consensus items in case the person assigned to report out forgets something essential.
- Discussions should be lively while maintaining a respect for different viewpoints. Participants can criticize concepts and ideas, but not people.
- Someone should be selected to verbally report the table's consensus for each question.

Arizona Town Hall staff will be circulating to assist with any questions.

## **Creation of a Recommendation Report Based on the Discussion Table Reports**

Once the table groups have completed their discussion of the question, a representative from the table will report their consensus on the topic to the entire body. Town Hall staff will create a draft consensus report from the table report-outs. The report may be refined and edited for grammar and accuracy and will cross-reference any table notes from each discussion table.

## **Development of the Report**

Following the program, a report will be created that includes the consensus report and the individual action items.