

2010 SIS Strategic Plan Update Leadership Committee
Consensus-Building Guidelines

DEFINITIONS

Consensus is a **process, an attitude and an outcome**. Consensus processes have the potential of producing better quality, more informed and better supported outcomes.

As a **process**, consensus is a problem solving approach in which all members:

- Jointly share, clarify and distinguish their concerns;
- Educate each other on substantive issues;
- Jointly develop alternatives to address concerns; and then
- Seek to adopt recommendations everyone can embrace or at least live with.

In a consensus process, members should be able to honestly say:

- I believe that other members understand my point of view;
- I believe I understand other members' points of view; and
- Whether or not I prefer this decision, I support it because it was arrived at openly and fairly and because it is the best solution we can achieve at this time.

Consensus as an **attitude** means each member commits to work toward agreements meeting their own and other members' needs and interests so that all can support the outcome.

Consensus as an **outcome** means that agreement on decisions is reached by all members or by a significant majority of members after a process of active problem solving. In a consensus outcome, the level of enthusiasm for the agreement may not be the same among all members on any issue, but on balance all should be able to live with the overall package. Levels of consensus on a committee outcome can include a mix of:

- Participants who strongly support the solution;
- Participants who can "live with" the solution; and
- Some participants do not support the solution but agree not to veto it.

CONSENSUS GUIDELINES

The 2010 SIS Strategic Plan Update Leadership Committee will seek consensus decisions on its package of recommendations for the update of the SIS Strategic Plan. General consensus is a participatory process whereby, on matters of substance, the members strive for agreements which all of the members can accept, support, live with or agree not to oppose. In instances where, after vigorously exploring possible ways to enhance the members' support for the final decision on a package of recommendations, the Committee finds that 100% acceptance or support is not achievable, final decisions will require at least 75% favorable vote of all members present and voting. This super majority decision rule underscores the importance of actively developing consensus throughout the process on

substantive issues with the participation of all members to develop solutions all can live with.

The Leadership Committee will develop its recommendations and report using consensus-building techniques with the assistance of facilitators. Techniques such as the use of brainstorming, ranking and prioritizing approaches will be utilized. Where differences exist that prevent the Leadership Committee from reaching a final consensus decision (i.e. with support of at least 75% of the members) on a key issue or package of issues, the Committee will outline the differences on the issue in its report.

The Leadership Committee consensus process will be conducted as an open public advisory committee process consistent with applicable law. All meetings of the Leadership Committee and any drafting work groups or subcommittees will be noticed. The public will be afforded opportunities for comment and input throughout the process.

The Chair and the Leadership Committee will work with the facilitators to design agendas that will be both efficient and effective. The Leadership Committee chair will be responsible, in consultation with the committee members and facilitator, for proposing meeting agendas. The committee meetings will be chaired by the chair, or in her absence, the vice chair, and the use of a facilitator will enable the chair to participate directly in the substantive process of seeking agreement on recommendations. The FDOT staff and consultants will help the Leadership Committee with information, technical assistance and meeting logistics.

To enhance the possibility of constructive discussions as members educate themselves on the issues and engage in consensus building, members agree to refrain from public statements which may prejudice the outcome of the Leadership Committee's consensus process. In discussing the Committee process with the media, members agree to be careful to present only their own views and not the views or statements of other participants.

CONSENSUS DRAFT DEVELOPMENT

1. The Chair, as appropriate and as needed, may appoint ad hoc drafting work groups, to be chaired by a Leadership Committee member, to seek consensus recommendations on specific issues for the Leadership Committee's consideration utilizing the Leadership Committee's consensus procedures and guidelines. Drafting work groups may meet between or during Committee meetings in publicly noticed sessions to develop recommendations.
2. Committee members may be asked to individually rank each initial draft recommendation, whether derived from full Committee discussions or from a Leadership Committee drafting work group, using a consensus testing scale. Plenary review and discussion of the ranked recommendations will follow.
3. Leadership Committee members in plenary and drafting work group sessions will be asked to address concerns and suggestions in redrafting and refining the recommendations.
4. Redrafted recommendations will ultimately be compiled into a single text for the Leadership Committee's review, refinement and adoption.