

Stakeholder Alliance Organizational Roles and Responsibilities Process for Decision Making	Document Number: 2.1.4.1
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Policy

All decisions made by the Early Childhood Iowa Stakeholders Alliance (ECI-SA), consistent with the purposes, duties and responsibilities as specified by the ECI-SA bylaws and relevant state and federal law, shall to the maximum extent possible be governed by consensus.

Purpose: The purpose of this policy statement is to establish clear, consistent and predictable procedures for group decision making.

Definitions:

Consensus decision-making is a group decision making process that seeks the consent of all participants (Saint & Lawson 1994). Consensus may be defined professionally as an acceptable resolution, one that can be supported, even if not the preferred option of each individual. It is used to describe both the decision and the process of reaching a decision. Consensus decision-making is thus concerned with the process of deliberating and finalizing a decision, and the social and political effects of using this process.

(For more see, Saint, S., & Lawson, J. (1994). *Rules for reaching consensus: A modern approach to decision making*. San Francisco, CA: Jossey-Bass.)

Procedures:

1. All decisions made by the ECI-SA will be carried out during scheduled meetings of the ECI-SA, except when the ECI-SA Steering Committee is functioning on behalf of the ECI-SA (see 2.2). As decisions are made, these will be clearly described in both the meeting notes and in the **Take Home Messages** so all understand the actions taken by the group.
2. Proposed actions taken by the ECI-SA may come from any member. Though not required, it is recommended that proposed actions are incorporated into the agendas of the ECI-SA during its regularly scheduled meeting.
3. A call for consensus on any decision or action may be made by any member at any time.
4. If no consensus is met, the issue is referred to the ECI Steering Committee to identify next steps.

Responsibilities:

The ECI SA Steering Committee shall develop procedures and guidelines for decision making within the ECI SA.

Revision History