

**OPAL Community Land Trust  
Bonnie Brae Homeowners  
Outline and Tools for Reaching Solutions**

*GOAL: To devise collaborative solutions following a standard process.*

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Set up:

- Tables/chairs in a circle
  - If possible, set up a wall board or pad to summarize points
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Process for Reaching Solutions:

STEP 1: Determine the topic/issue;

STEP 2: Share issues, concerns, considerations;

STEP 3: Brainstorm possible options for addressing issues, concerns and considerations;

STEP 4: Reach consensual agreement on solution(s) that evolved from brainstorming options.

Format:

1. The facilitator will attempt to articulate the topic at hand. Everyone is welcome to assist in this process by raising their hand and stating what they think needs to be discussed. The facilitator will ask for a raise of hands to determine if there is agreement about the topic.
2. After the topic is determined, everyone will be given a chance to speak about their issues, concerns, considerations by going around the group in a circle. A scribe will write these down on a wall board.
3. Once everyone has spoken once, the facilitator will invite those who raise their hands to share additional thoughts.
4. When everyone is done, the facilitator will summarize the issues.
5. The same format of one time around the circle, raising hands and a facilitator's summary will be followed for determining options and then for developing the solution.

Optional formats/tools:

- The facilitator may ask for a raise of hands to determine if an issue need not be discussed under the "circle format." If all agree, then a voice vote of "yehs" and "nehs" may be used.
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Good techniques to remember:

- If someone has already stated your concern, you may pass or simply state that you agree with the previously stated point.
- Try to stay on the current step and not jump directly to the solution.
- Be as brief and to the point as possible to honor time lines.

Role of Facilitator:

- State the issue to be addressed;
- Encourage people to stay on the topic;
- Call on individuals during hand raising portions of discussion;
- Close the discussion 10 minutes before the scheduled end of the meeting to conclude the meeting, set a goal for the next meeting, and determine for the next meeting who will be the facilitator, minutes taker, guardian angel and scribe.

Role of Scribe:

- Write on the wall board a few words that capture the main points stated by each individual.
- Try to cluster thoughts of a common theme.