



## Decision-Making Models

### **Consensus Decision-Making**

- Process of synthesizing many diverse elements together vs. “voting”, which allows choice of one alternative from several
- Everyone is heard
- All members either agree that a proposal is in the best interest of the group or agree to accept it and help to implement it
- Takes more time, but uses many resources before a decision is made
- Creates commitment to the decision
- Means of synthesizing the wisdom of all the participants into the best decision possible at the time

### **Nominal Group Process** (see specific directions on next page)

- Technique for setting goals, identifying problems, obtaining suggestions for solving problems, or planning programs
- Participation of the entire group
- Allows for:
  - A controlled meeting and discussion
  - Keeps the group working towards the task at hand
  - Insures that everyone participates by presenting his/her ideas
  - Sets priorities and reaches consensus

### **Super-majority Vote**

- Should be used when:
  - Member(s) stand in the way and consensus methods are exhausted
  - An urgent decisions needs to be made
- Need a 75% majority vote of the quorum (need to define quorum for your group)
- Need to decide:
  - Who is a voting member
  - Individuals vs organizations
  - What are the conditions when votes are taken
- Can be complicated

### **Simple-majority Vote**

- Used when less important decision is needed (i.e. The color of the invitations)
- Requires a 51% majority vote of the quorum (need to define quorum for your group)



### Basic Steps for Nominal Group Process

1. The group leader gives the participants a written statement of the problem. The statement could be open-ended such as:

“The gaps in asthma care in our community are...”

“The main purpose of this group is to...”

The leader should avoid any detailed clarification of the problem and should NOT provide examples.

2. Participants silently write down their ideas on index cards without discussion with others (5-10 minutes).
3. Round-robin sharing of ideas. Proceed around the tables with each person in turn sharing one idea from his/her list. No discussion other than clarification is permitted. The recorder writes ideas on a flip chart for everyone in the group to see. Continue until all ideas have been shared. The recorder should use the words of the person presenting the ideas and not try to restate the individual's ideas.
4. Discussion and Clarification. Encourage the group to discuss the listed ideas, comparing, clarifying and defending their statements. Agreement or disagreement with an idea may be encouraged, but the depth of the discussion should be controlled by the leader to insure that a heated debate does not develop.
5. Choose 3-5 top priority ideas. The group is free to devise their own means for coming to a consensus on the top priorities. Members may want to “vote” by dot-voting (all participants get 3 dots to place next to their selected priorities – can put all 3 dots on one area or spread them out) or assigning points for votes (5 points for top vote, 3 points for the 2<sup>nd</sup> and 1 point for the 3<sup>rd</sup>).
6. Tally the votes. This should bring a sense of closure to the Nominal Group process.

If there is a tie, include both items in the list of top priorities.