

Definition of Consensus:

- unanimous agreement of all present, or unanimous approval of a decision or position; or
- agreement or approval by the preponderance of those present, with those who disagree all willing to accept the decision or position.

Facilitator's Responsibilities:

- Make the meeting easier for participants
- Get agreement on the desired outcome and agenda for each meeting
- Ensure that everyone has a chance to participate
- Propose ways to proceed and check for agreement
- Keep discussion organized and on track
- Ensure that time is monitored and information recorded
- Remain personally neutral in decision making and content
- Help project advocates and member focus energy on the task at hand