Knowledge-Based Decision-Making (KBDM)

Step One: Frame the Topic

Step Two: Gather Information

Step Three: Informed Group Discussion on Topic

Step Four: Coming to an Informed Group Conscience
Step #1 of KBDM: Framing the Topic: the issue is presented or “framed” first.

Then what?

What happens after an issue has been presented (at the Assembly)?
The Chairperson invites Assembly members to participate in the discussion.

- **Step #2: Gather Information**
  Questions are asked and answered.

- **Step #3: Coming to an Informed Group Conscience.**
  *After* questions are asked and answered, members give their opinions. This is the “informed group discussion.”
Assembly members are

• Registered GRs, and

• Members of the Area World Service Committee (AWSC)
Step Two:
Gather Information: QUESTIONS FIRST

- Questions start with the words like: Who, What, When, Where, Why, How

- A comment or opinion that ends with a question is usually a comment or opinion!

- You will have time to give your opinion after questions have been addressed.
You will have one minute to ask your question. (Tip: write it out first.)

We will keep answers to two minutes whenever possible.

If someone else asks your question, please sit down.

Refer to the 5 KBDM questions, if appropriate to the topic.
The presenter of the topic will:

- Answer questions if they can,
- Request a specific member to respond to the question, or
- Allow anyone with direct knowledge to answer the question.
Before moving to Step #3:

The presenter (or Chair) will summarize what everyone has heard during the question period.

The Chairperson will ask if there are any more other questions.
Step Three: Informed Group Discussion about Topic

**COMMENTS after questions:**

- The Chairperson invites Assembly members to share their comments.
- Comments are: opinions, feelings, thoughts, concerns, suggestions.
- You will have **two minutes** to make your comment.
- Please be kind and presume good will.
➢ *If someone else makes the point that you wanted to make, please sit down.*

➢ *To keep the Agenda moving forward, the Chairperson may suggest an ending time for Comments.*

➢ *Ask questions at any time for clarification.*

➢ *After the Comments period, the Chair will summarize the comments and opinions.*
Step Four: 
Coming to an Informed Group Conscience

- Has everyone asked all the questions needed for clarity?
- Have your ideas been voiced in the discussion?
- Have all minority opinions been heard?
- Does everyone feel they thoroughly understand the topic?
- Does everyone feel that an informed group conscience decision can take place?
- Is it clear? Accurate? Can you live with it?
If responses to the above questions are “no,” the Chair will ask:

- How does the group wish to proceed?

If the responses are “yes,” Chair will ask:

- Are you ready for some type of action?
Action Examples:

- Maintain status quo (do nothing)
- Further research needed
- Request Thought Force/Task Force or committee be formed
- Table the topic to a future date
- Write a motion to
  - accept . . . . ,
  - approve . . . ,
  - amend . . . . ,
  - recommend that. . .