



## Register

Choose a photo to personalise your account and join the board you want to participate in.



## Introduce yourself

Not everybody in your group will know who you are, so let them know. You can also find out about other members.

If you know everybody already, just check-in to say hello and to announce that you're active in the discussion.



## Define the voting system

What is the group's definition of Block, Abstain, Disagree or Agree?

If a member blocks a proposal, does that mean it's dead in the water or that it requires further discussion?

What is the minimum turnout of the group in order to ratify a decision? Disagree could mean that the proposal as it is needs more work and if certain points are addressed, voters may agree. Abstain could mean that a person is too busy to engage with a subject and trusts the rest of the group to come to an agreeable solution.



## Review

Catch up on what's being discussed, there's no point in starting a new discussion thread if the discussion has already happened/is happening.

or

Start a thread to get people talking. If you've just created a new group, start a thread that is relevant to the group and encourage people to participate.



## Start a proposal

After discussing a topic and a decision has to be made, start a proposal that takes into account the views expressed in the discussion – don't start a proposal without seeing what the group's response is to the idea. If you rush into a proposal and nobody is engaged then the proposal probably will fail – the point of loomio is to include as many people's opinions as possible.



## Don't be confrontational

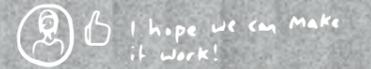
If you have a proposal come up that you really dislike, don't be an arse. Instead, eloquently explain what's wrong with it and offer up your own interpretation – perhaps you can find a middle ground.

## Be active

If you have a group of 50 people and only 5 people are engaging, then it's defeating the purpose of loomio.

## Discuss

Have informed discussions and take time to listen to people's opinions – encourage people to remain actively posting and reading or, if joining an existing group, don't be afraid to contribute your thoughts and ideas.



## Maintain engagement

Find ways of engaging 'lurkers'. Many members of loomio groups don't actually engage. Maybe a core group of people are dominating a discussion or new members feel that they're not qualified to contribute to a discussion. Start threads to encourage people to join in so that your group doesn't become an echo chamber of the loudest people in your group.

# How to make decisions online

Simon Ball,  
Blake House Filmmakers  
Co-operative