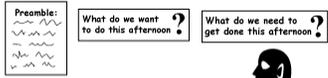


Step-by-Step Advanced Dotmocracy Instructions

1. Learn about the issue.

Before starting the Dotmocracy process, education is provided to the participants to ensure they are knowledgeable on the issue to be addressed.

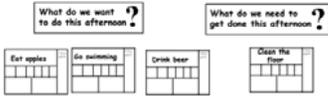


2. Present the issue and ask questions.

The hosting group provides a preamble about the issue at hand and the context in which it will be addressed. Post the key question(s) to be answered by the Dotmocracy process.

3. Discuss potential answers.

In small groups or individually, participants brainstorm and deliberate potential answers to the posted questions. Collectively and independently, participants draft many ideas.



4. Write ideas on Dotmocracy sheets.

Participants clearly print each idea statement on its own Dotmocracy sheet. Sheets are either posted on a wall or passed among participants.

5. Fill dots to record opinions. Write comments.

Participants read and consider ideas and fill in one dot per sheet to record their opinion of each idea on a scale of "strong agreement", "agreement", "neutral", "disagreement", "strong disagreement" or "confusion". Participants sign each sheet they dot and may add brief comments.



Repeat steps 3 through 5.

Participants review ideas, discuss comments and dotting patterns, and post new ideas to be dotted.



6. Report the results.

The dotting process is called a close. The sheets are collected and sorted by topics and levels of agreement. All results are published with the most popularly agreed ideas celebrated and important disagreements recognized.

7. Announce a decision.

The hosting group formulates a plan that selects, combines, prioritizes and/or finds compromise among the popularly agreed ideas with minimal disagreement. The decision is publicized and the hosting group is held accountable to the original preamble provided and the reported results of the Dotmocracy process.

Rules

1. Official Dotmocracy facilitators are authoritative and responsible for the Dotmocracy process but neutral on the content.
2. Each participant may only fill one dot per a Dotmocracy sheet.
3. Participants must sign each sheet that they dot.
4. Participants may dot as many or as few sheets as they please.
5. The recording of opinions is anonymous.
6. There are no changes to an idea's text inside the idea box once dotting has started.
7. Participants are always invited to post new ideas.
8. A Dotmocracy sheet should only be removed from the dotting process according to the official facilitators' judgment.

Required Posted Information

The following information must be posted for all participants to see:

- a) The basic process instructions.
- b) Start and end times.
- c) The question(s) to be addressed.
- d) Preamble and references to related information materials.
- e) A statement on how the results will be used by the hosting group.
- f) The hosting group's name and contact information.
- g) The facilitator(s) name and contact information.

This Advanced Dotmocracy process can be conducted in or outside of meetings, for any number of participants and is suitable for both children and adults.

Download the facilitator's handbook, blank Dotmocracy sheets, and other resources at www.dotmocracy.org

The image shows a completed dotmocracy sheet for the topic "Assigned Lunchroom Seating" for "Upper Intermediate" students. The sheet includes a preamble, a question "Do you agree?", a dotting scale with five options (Strong Agreement, Agreement, Neutral, Disagreement, Strong Disagreement) and a Confusion option. The "Agreement" option has the most dots. Below the scale are sections for "Strengths & Opportunities" and "Concerns & Weaknesses" with handwritten student comments. The sheet is signed by several students in the "Signatures" section on the right.

Example completed Dotmocracy sheet