

KNOWLEDGE BASED DECISION MAKING (KBDM)

This document defines KBDM, outlines the procedure. This would in no way prohibit introducing and voting on a topic or issue that comes up suddenly and requires an immediate decision.

1. The KBDM procedure should be utilized by all Thought Forces, Task Forces and Appointed Committees on each topic, using the following format:
 - A. Make a title for your topic (this may be provided by the Area Chairperson).
 - B. Topic Statement or Framing: This is the purpose of the Committee and the framing of the question.
 - C. History or Background: This section gives the background as well as the relevance of the topic and the reason it needs to be discussed at this time.
 - D. The 5 KBDM Questions – see #2 below
 - E. Summary or Conclusion: This will give a final perspective on the topic but not give a solution; it will ask for a discussion.

2. The following five questions could be used as a foundation to gather information to write the KBDM worksheet.
 - A. What do we know about our members' or prospective members' wants, needs, or preferences that are relevant to this discussion?
 - B. What do we know about the capacity and strategic position of the organization relative to this issue?
 - C. What do we know about the current realities and evolving dynamics that are relevant to this discussion?
 - D. What are the ethical implications of our choices (pros and cons).
 - E. What do we wish we knew, but don't?

3. After the committee reports back, the Area Chairperson will introduce topic and the completed KBDM, stating that a discussion will take place without a vote. Discussion takes place, giving everyone an opportunity to ask questions and share opinions. The topic can be reintroduced later in the meeting by the Chair, who asks the group:
 - A. Has everyone asked all the questions needed for clarity?
 - B. Has everyone had an opportunity to voice their opinion?
 - C. Has the minority opinion been heard?
 - D. Does everyone feel they thoroughly understand the topic?
 - E. Does everyone feel that an informed group conscience has taken place?
 - F. Is the group ready to take some action – i.e., write a motion, take a vote, dismiss the topic, etc.
 - G. If not, can this topic be tabled until the next meeting?
 - H. It is possible that just a discussion is sufficient, and no further action is necessary.

4. If a motion is not made, or no further action is needed, the Chairperson will dismiss the committee. The KBDM is kept for future reference.