



## **Party Democracy Review: Suggestions for Meeting Structure**

One way that Momentum Groups can get involved in the Party Democracy review is by having meetings around some of these key issues to debate and discuss proposals.

These discussions could then be submitted by groups into the digital democracy platform in order to subsequently inform the submissions Momentum will circulate to members and submit directly into the Democracy Review.

This document provides suggestions on how to structure meetings to decide what submissions Momentum groups should make.

### **Tools for facilitating and structuring a meeting on Party Democracy**

**Setting the tone** - Why is party reform so important to discuss and something we should care about? We want to reform the Labour Party's structures to ensure that the Labour Party is more inclusive, representative and accountable to its members. This is an exciting opportunity to make some positive changes and increase membership engagement within the Labour Party. Setting this positive and optimistic tone is vital to a constructive meeting especially for members who are not so engaged with the Labour Party structures and decision making (otherwise known as most people)!!

**Rounds** – Each person speaks in turn with no interruptions allowed and contributions strictly limited to one minute. This can be done in breakout groups if its a particularly large group. People say their name and answer one key question such as “What one thing would you improve about the Labour Party structures?”

**Start with a briefing of the key concepts** - making sure everyone is on the same page about the discussion and any major questions are answered. A good time to layout the most popular proposals for people to base discussion on.

**Maximising bandwidth** - You want to maximise the bandwidth of the meeting as much as possible. What does this mean? We want as many people to talk as possible to as many people as possible to maximise engagement, learning and inclusion. This means

breaking out into groups/pairs for activities so that people don't spend the whole time listening to a few people but all have an opportunity to speak.

**Talking about minority representation in the Party** - Some of the Party Reform topics are on representation and organising of minority/liberation groups. Please ensure that people who self define into these group are given space to talk on these topics if they want to.

### Different formats for discussion

**Group brainstorming to generate new ideas** – Break room into smaller groups with different areas to think about. People can storm ideas onto post-it notes and then share key ideas with the wider group.

**Paired Listening** – Sharing of ideas between two people to allow people to have more in depth conversations and ensure that those people who don't like to speak in a large group can make a contribution.

**Parking** - A mechanism for 'parking' ideas that are off topic but worth revisiting. Going off on a tangent can sometimes lead to useful ideas but it will also dilute the focus of a meeting. Having a 'parking' rule allows you to stay focused whilst reassuring participants there point will be revisited. It's a good idea to have some flip chart paper and when people are going off on a tangent you can say "Let's park the idea" and write it on the paper to come back to at the end or for a future meeting.

**Spectrum line** – An active tool in which members of a group physically place themselves along an imaginary line, depending on their response to a question or scenario posed by the facilitator. This can be a great way to kickstart a discussion and good to get people moving - please remember some people may have mobility issues may need to remain seated for this exercise.

### **Example structure for meeting on Party Democracy**

Welcome and introduction	Setting the tone (explained above) welcoming new people	5 mins
Rounds	(Explained above)	5 mins

Group Agreement	This can be a prepared list of rules that you ask everyone to agree on at the beginning of a meeting, or you can come up with the list altogether. It could include the behaviours that will not be tolerated or it can be a list of principles that the group collectively adhere to.	5 mins
Briefing of topics	Please find briefing on topics on our website <a href="http://www.peoplesmomentum.com/democracy-review">www.peoplesmomentum.com/democracy-review</a>	10 mins max
Group discussion	Groups break out to discuss different areas of the review. <ul style="list-style-type: none"> <li>• 10 mins time can be spent discussing the issues with current systems and rules.</li> <li>• 15 mins discussing different solutions and their pros and cons. (groups should nominate a timekeeper).</li> <li>• Groups should note down ideas on flip chart paper.</li> </ul>	25 mins
Feedback from groups	Each group feeds back on the solutions and pros and cons that they have discussed.	7 mins
Spectrum line	Each topic is addressed one by one. Different proposals are given a corner of the room or place on line down the centre of the room. People can then speak about why they think the solution they have picked would work best.  This is a good opportunity for debate. For people to discuss what they think would work best and question others thoughts.	20 mins
Round up	Voting? Consensus on agreed solutions? Make sure you keep a record of people's thoughts and ideas to feed into the review.  These discussions could then be submitted by groups into the digital democracy platform in order to subsequently inform the submissions Momentum will circulate to members and submit directly into the Democracy Review.	5 mins
Conclusion	Thank yous and next steps. Give people an	5 mins

	opportunity to turn to the person next to them and discuss the meeting eg. <i>one thing they have learnt/what part of the meeting did they enjoyed most</i>	
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