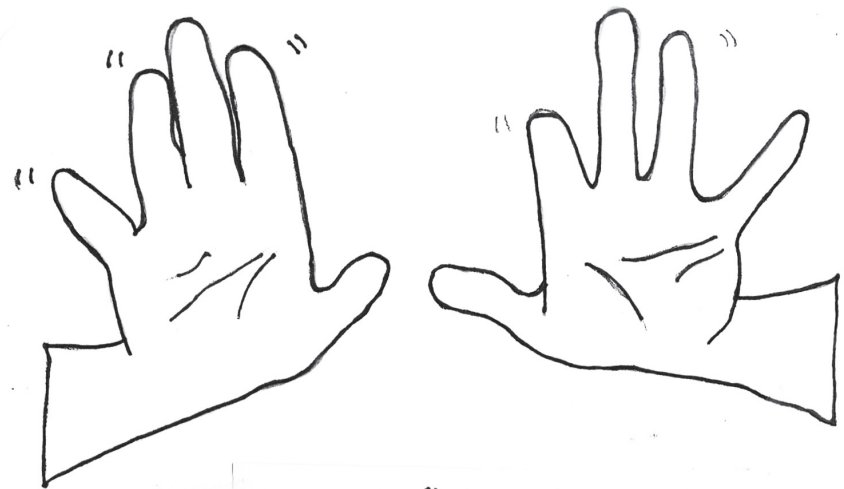


# HAND SIGNALS

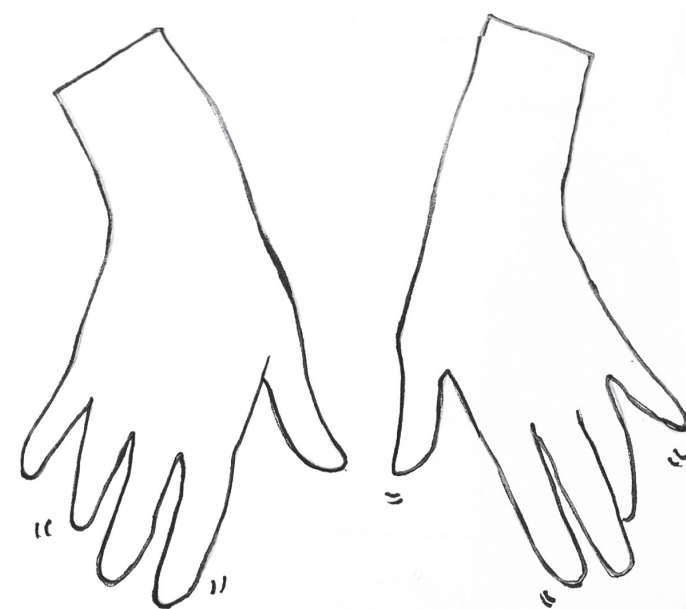
## FOR PARTICIPATORY DISCUSSION AND DECISION MAKING

These signals are a technique used to help facilitate a conversation for a group of people. They help to ensure that all voices are heard in a conversation or decision-making process. It's a sign language to allow people to constantly respond, keep to a process, and gauge the feeling of the room. There are many ways to join the conversation without interrupting the speaker or being interrupted. Like any language, there are a lot of variations on signals, here are some common ones! These have been developed over years, have been used by many types of groups over many years. This can help speed up your decision making process. It's great for multi-lingual groups. Voice your opinion without being forced into a YES OR NO binary.

### DISCUSSION



UP TWINKLES: "I AGREE!"

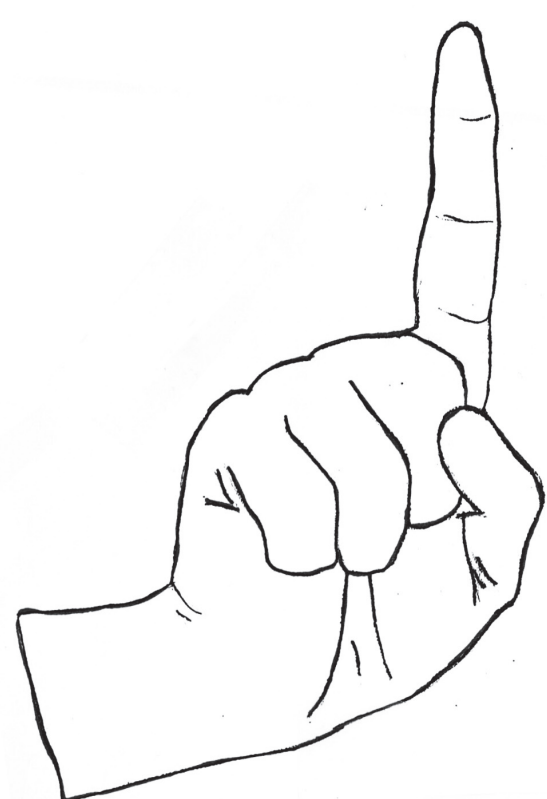


DOWN TWINKLES: (AKA SQUIDS) "I DISAGREE!"  
OR "I DON'T LIKE THIS"

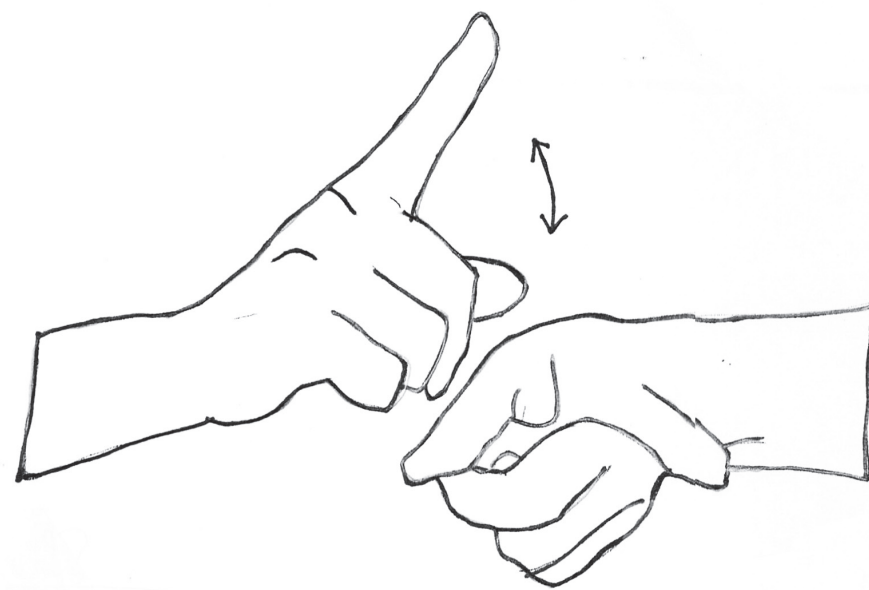


FLAT HAND TWINKLES: "I'M UNSURE" OR "I'M CONFUSED, I MAY NEED MORE INFO"

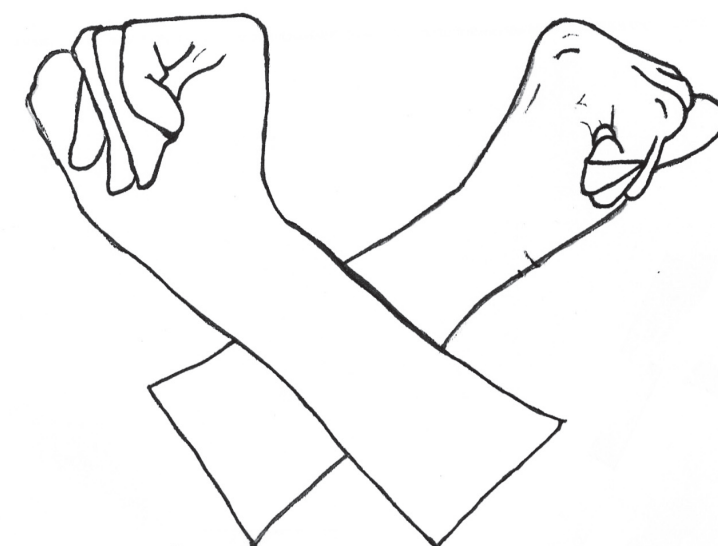
Consensus (Latin origins) meaning literally *feel together*. In practice, it's forming an agreement or negotiation with a group of people. These signals help that process by allowing for nonverbal participation, and attempt to help everyone get what they need from that process because it's inclusive! collaborative! egalitarian! and participatory!



POINT OF INFORMATION  
"I'VE GOT A RELEVANT FACT!"



DIRECT RESPONSE  
TO SOMETHING THAT WAS JUST SAID

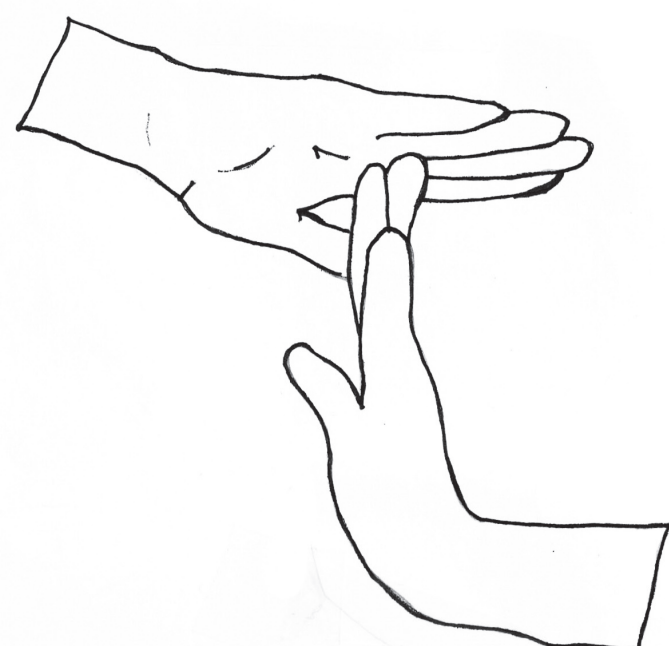


HARD BLOCK: "IF THIS PROPOSAL GAINS

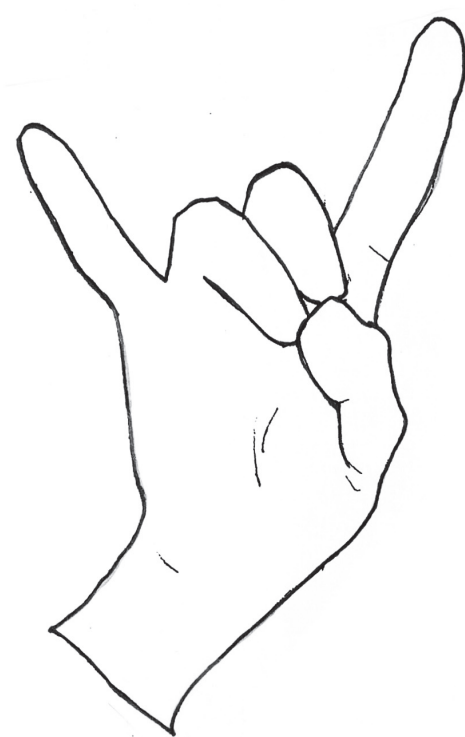
CONSENSUS, I'M LEAVING THE GROUP."  
OR VETO!



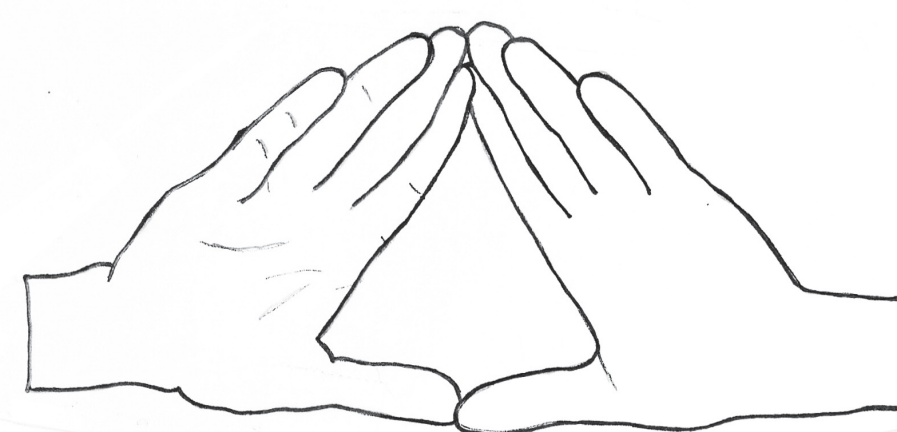
SOFT BLOCK:  
"I OPPOSE"



TIME UP!



QUIET COYOTE:  
"QUIET DOWN/CHECK YOURSELF/WATCH THE  
SPACE YOU'RE TAKING UP"



POINT OF PROCESS:  
"I'D LIKE TO MAKE A COMMENT ON HOW THINGS ARE BEING RUN  
WE'RE GETTING OFF TOPIC"



SPEAK UP!



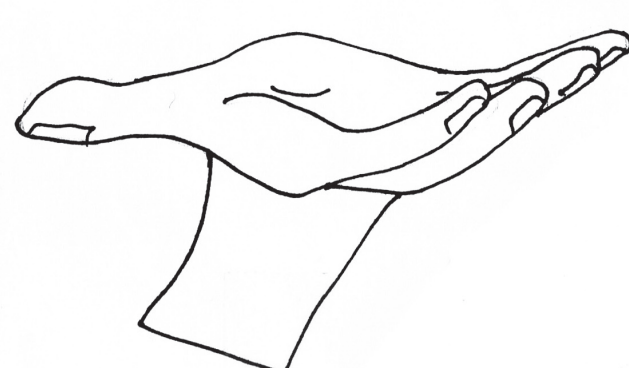
I HAVE A...  
CLARIFYING QUESTION

### VOTING/STRAW POLL :

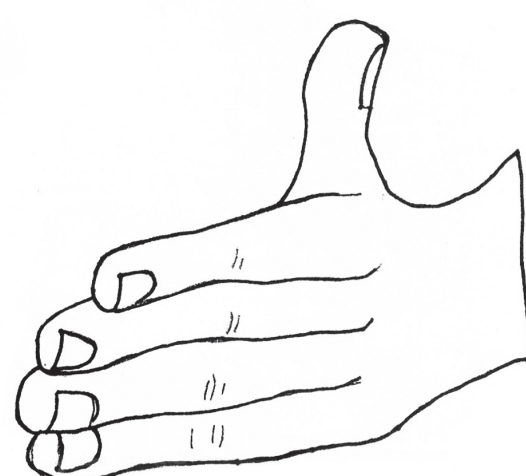
This voting process allows or varying degrees of opinions or support. If someone is palms down or thumbs down, check in with them about their feelings (you might want to reconsider the proposal).



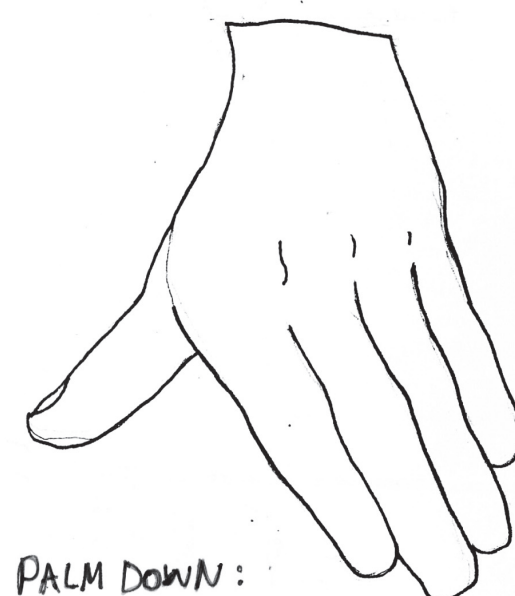
THUMBS UP: "I STRONGLY AGREE."



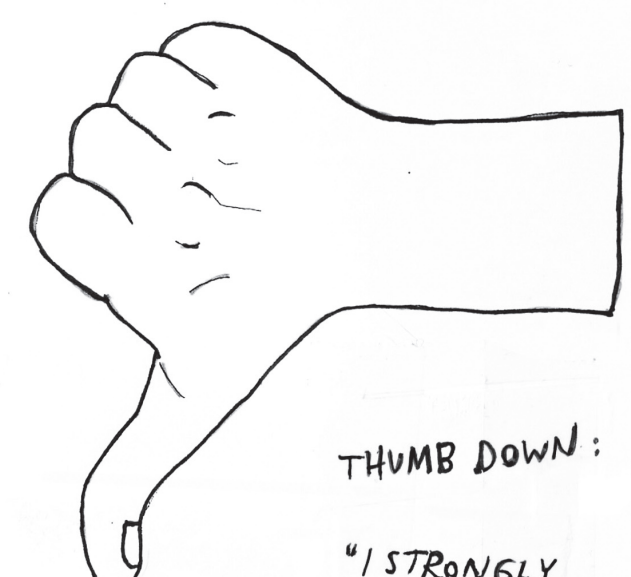
PALM UP: "I MOSTLY AGREE."



I'M ON THE FENCE



PALM DOWN:  
"I MOSTLY DISAGREE"



THUMB DOWN:  
"I STRONGLY  
DISAGREE" OR: VETO!

There's more to this than hand signals:

**The Stack** - the line of people who are going to speak

**Facilitator** - keeps track of the stack; turns the floor over from one speaker to the next; helps move through an agenda. The facilitator also helps to build fairness by observing the group dynamics.

**Note Taker** - to keep record of the meeting, set the action items of the do-to list. Historical records are important for people who have missed the meeting!

**The Vibrator** - reads the vibes, they're paying attention to the feelings in the room. Can call for a break or make an observation, check in with someone who needs to speak. This role is important for really intense or emotionally charged discussions.