

# Knowledge-Based Decision-Making (KBDM)

Step One: Frame the Topic

Step Two: Gather Information

Step Three: Informed Group Discussion on  
Topic

Step Four: Coming to an Informed Group  
Conscience

Step #1 of KBDM: Framing the Topic:  
the issue is presented or “framed” first.

Then what?

What happens *after* an issue has been  
presented (at the Assembly)?

The Chairperson invites Assembly members to participate in the discussion.

➤ *Step #2: Gather Information*

Questions are asked and answered.

➤ *Step #3: Coming to an Informed Group Conscience.*

*After* questions are asked and answered, members give their opinions. This is the “informed group *discussion.*”

- Assembly members are
  - Registered GRs, and
  - Members of the Area World Service Committee (AWSC)

*Step Two:*  
*Gather Information: QUESTIONS FIRST*

- Questions start with the words like:  
**Who, What, When, Where, Why, How**
- A comment or opinion that *ends* with a question is usually a comment or opinion!
- You will have time to give your *opinion* after questions have been addressed.

- You will have one minute to ask your question. (Tip: write it out first.)
- We will keep *answers* to two minutes whenever possible.
- If someone else asks your question, please sit down.
- Refer to the 5 KBDM questions, if appropriate to the topic.

The presenter of the topic will:

- Answer questions if they can,
- Request a specific member to respond to the question, or
- Allow anyone with direct knowledge to answer the question.

Before moving to Step #3:

The presenter (or Chair) will summarize what everyone has heard during the question period.

The Chairperson will ask if there are any more other questions.



*Step Three:*  
*Informed Group Discussion about Topic*

*COMMENTS after questions:*

- The Chairperson invites Assembly members to share their comments.
- Comments are: **opinions, feelings, thoughts, concerns, suggestions.**
- You will have **two minutes** to make your comment.
- Please be kind and presume good will.

- *If someone else makes the point that you wanted to make, please sit down.*
- To keep the Agenda moving forward, the Chairperson may suggest an ending time for Comments.
- Ask questions at any time for clarification.
- After the Comments period, the Chair will summarize the comments and opinions.

*Step Four:*  
*Coming to an Informed Group Conscience*

- Has everyone asked all the questions needed for clarity?
- Have your ideas been voiced in the discussion?
- Have all minority opinions been heard?
- Does everyone feel they thoroughly understand the topic?
- Does everyone feel that an informed group conscience decision can take place?
- Is it clear? Accurate? Can you live with it?

If responses to the above questions are “no,”  
the Chair will ask:

- How does the group wish to proceed?

If the responses are “yes,” Chair will ask:

- Are you ready for some type of action?

➤ Action Examples:

- Maintain status quo (do nothing)
- Further research needed
- Request Thought Force/Task Force or committee be formed
- Table the topic to a future date
- Write a motion to
  - accept . . . . ,
  - approve . . . . ,
  - amend . . . . ,
  - recommend that. . .