

Sedona Working Group 1

Guidelines for Brainstorming Group Leaders

Sedona publications authored by Working Group 1 (“WG1”) must be consistent with existing Sedona publications, reflect a consensus of WG1, and achieve a high standard for quality and thought leadership. Thus, topics under consideration for publication are considered first by brainstorming groups. The primary function of brainstorming group leaders is to ensure that project participants are respectful and work collaboratively towards consensus with regard to the appropriateness of the topic for a Sedona publication and the proposed scope of the coverage of the topic. A brainstorming group may ultimately recommend that a topic not be pursued for publication – a legitimate outcome that helps further Sedona’s goal of completing publications that help move the law forward in a reasoned and just way.

It is a brainstorming group leader’s responsibility to perform the following functions when working within a brainstorming group:

- Work with the Steering Committee Liaisons to create a project plan and project deadlines.
- Re-familiarize yourself with existing Sedona publications and thought leadership. Throughout the brainstorming process, ensure that participants are conversant in *The Sedona Principles*. If the team believes that the brainstorming topic warrants re-examination of a position taken in a previous publication, encourage that discussion and make the Steering Committee Liaisons aware of the debate.
- Be open to all ideas. While consensus is ultimately the goal, thinking outside the box and offering opposing ideas may spark discussion or help define the scope of a future publication on the topic.
- Raise questions of form, content and scope to the Steering Committee Liaisons for immediate feedback so that the brainstorming group can continue to move towards accomplishing its goal.
- Track participation of brainstorming group members and their contributions to identify high potential candidates for conference panel participation.
- Inform the Steering Committee Liaisons if participants may be unable to fulfill the commitment to the brainstorming group or if a participant is unwilling to work towards consensus in a productive way.
- Be available to brainstorming group members outside of the scheduled group meetings for any questions or concerns regarding the brainstorming group or its progress.

- Work with the Steering Committee Liaisons to circulate an agenda prior to each call. After each call, circulate notes that include: i) action items and deliverables; ii) brainstorming group members responsible for these action items and deliverables; and iii) deadlines.
- Work with Steering Committee Liaisons to determine the best way to disseminate the brainstorming group’s recommendations to the Steering Committee.
- Be available to present the brainstorming group’s findings to the membership at large at one of the semi-annual Sedona WG1 Conference Meetings.

Sample Checklist for Brainstorming Group Meetings

Project Name:

Meeting Date:

Brainstorming Group Members Present:

Brainstorming Group Members Not Present (indicate whether advance notice of absence was given):

Agenda for Meeting:

Action Items From Meeting and Assignees:

Current Deadlines:

Summary of Substantive Direction of Brainstorming Group Work Product:

Issues/Questions for Steering Committee: