

Moderator guidelines proposal

Definitions

- *Moderator*¹: person who organizes the discussion:
 - Assigns speaking time to participants;
 - Holds participants to time limits and tries to keep them from straying off the topic of the questions being raised in the debate;
- *Topic* is either:
 - proposal to discuss and potentially approve using Eden+Fractal process;
 - theme for discussion;
- *Post-breakout room session*: 1 hour-long meeting after break-out rooms;

1. General guidelines

- 1.1. By default moderator allocates time in meetings using Vlendas game (section 2);
- 1.2. In exceptional cases, moderator can deviate from Vlendas process, but he has to declare reasons for doing so;
- 1.3. Moderator has the right to mute meeting participants who go off-topic.
- 1.4. Moderator recommends participants to use “Raise hand” emoji if they wish to signal about their willingness to speak.
- 1.5. Meeting participants can only speak if moderator asks them to.
- 1.6. During post-breakout room session any council member can make a special signal (zoom emoji) to interrupt the discussion, Vlendas process and the moderator;



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- 1.7. After making the signal council member has to formulate a proposal in a single sentence with no additional documents linked. Council member has a maximum of 2 minutes to argue for their proposal. Councils vote to approve or reject this proposal;
- 1.8. Every council member can make this signal at most once during the hour after break-out rooms;

¹ How moderator is selected is governed by some external process which is out of scope of this document;

2. Vlendas

- 2.1. Community members can propose and vote on topics to discuss during post-breakout room session on meeting number X, throughout the week before meeting X;
- 2.2. Topics are proposed on Consortium and the link can be sent to the MindMap . Titles for the topic proposal polls in Consortium have to be prefixed as follows:
 - 2.2.1. Proposals to be discussed and voted on during the meeting are prefixed with "TPX:", where X is the meeting number;
 - 2.2.2. Themes for discussion are prefixed with "TX:", where X is the meeting number;
- 2.3. Topics are discussed one after another during the post-breakout room session;
- 2.4. The next topic to be discussed is the topic that has the most votes on Consortium (not counting topics that have already been presented or topics that are for different meetings);
- 2.5. Discussion on a topic starts with a presentation on it by the proposer of a topic or by someone who the proposer delegates to present; Presentation can last for up to five minutes;
- 2.6. After the presentation the topic is discussed until one of the following happens:
 - 2.6.1. The proposal that topic represents is passed using the Eden+Fractal process;
 - 2.6.2. Moderator decides to move on to the next topic;