Necessary Space — Protocols, Moves & Relational Practices

Quick reference to prepare the space, guide participation, and hold tension with care & accountability.

Protocols

- **Structured Round**: 1 minute each, no cross-talk. Use a timer; choose an order; appoint a scribe.
- **Step Up / Step Back**: rotate who starts; visibly track airtime.
- **Pause & Paraphrase**: "What I heard was… Did I get that right?"
- **Time Checks**: name pacing; extend, slow, or park as needed.
- **Close the Loop**: summarize what was heard and how it will be used.

Facilitation Moves

- **Reground Purpose:** "Let's pause—why are we here?" · **Name the Moment**: "I'm sensing tension; can we talk through what's happening?"
- **Invite Curiosity**: "Can you say more?" "What would success look like for you?"
- **Set / Reset Agreements:** co-create quick norms to proceed equitably.
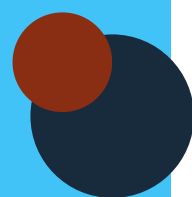
Relational Practices

- **Repair**: follow up privately; own your part if needed.
- **Acknowledge Effort**: "I see how much you care, even if we disagree."
- **Build from Values:** "We both want what's best for students."
- **Grace, not Assumptions:** focus on impact & invitation.

Voice Equity

☐ Roles set (facilitator, timekeeper, scribe, airtime monitor)
☐ Unique speakers (# / total) and rotate
☐ Airtime balance by role (leaders/staff/families/students)
☐ Modes used (voice, chat, writing); interpretation/captions ON
☐ Decisions captured and loop closed (what we heard + what happens next)

Practice & Grow

Try it once; pick one protocol
Collect evidence: airtime counts, who spoke first, language access, decisions documented
Upgrade next time: add a second protocol or a relational repair; send the loop-closure note to participants.

Hybrid reminders:
one room/one conversation · QR/link to shared board · captions on · chat or voice both count as participation