How to set up votes on Loomio
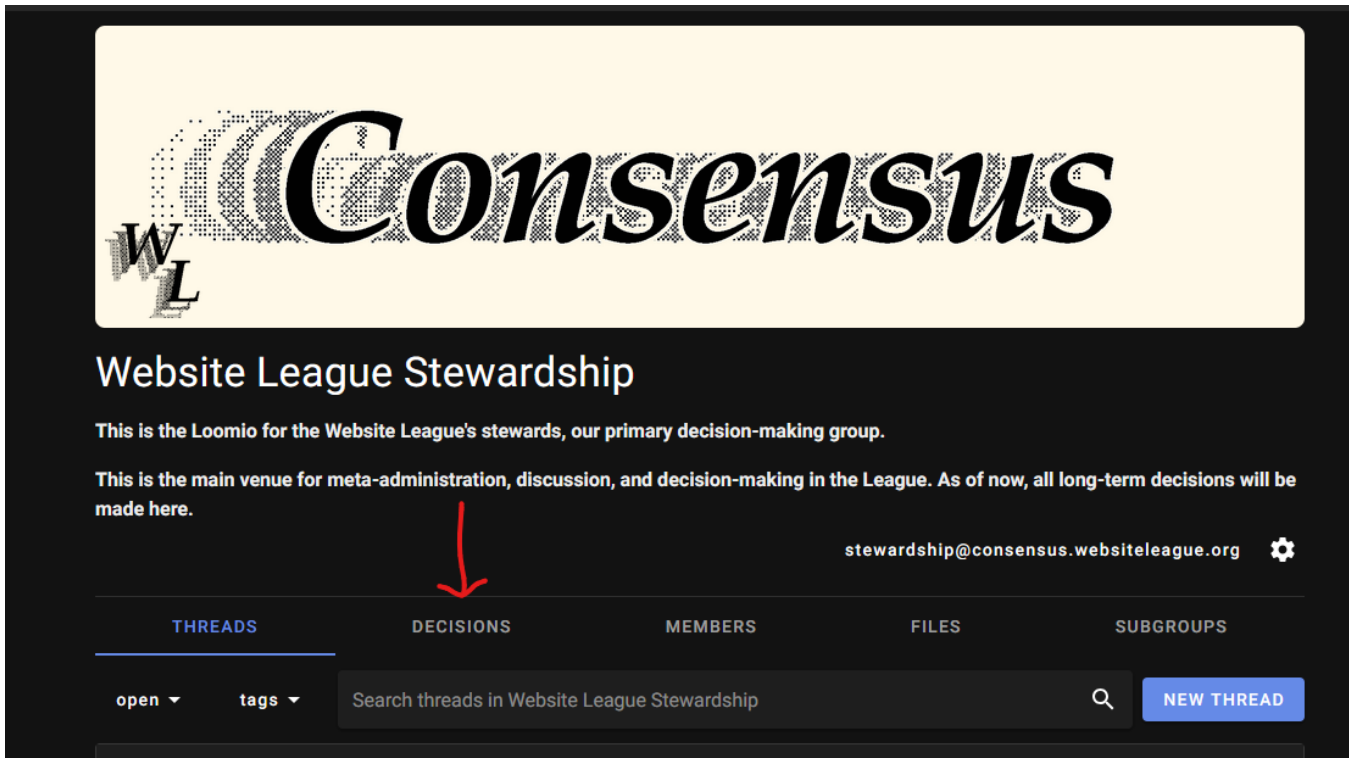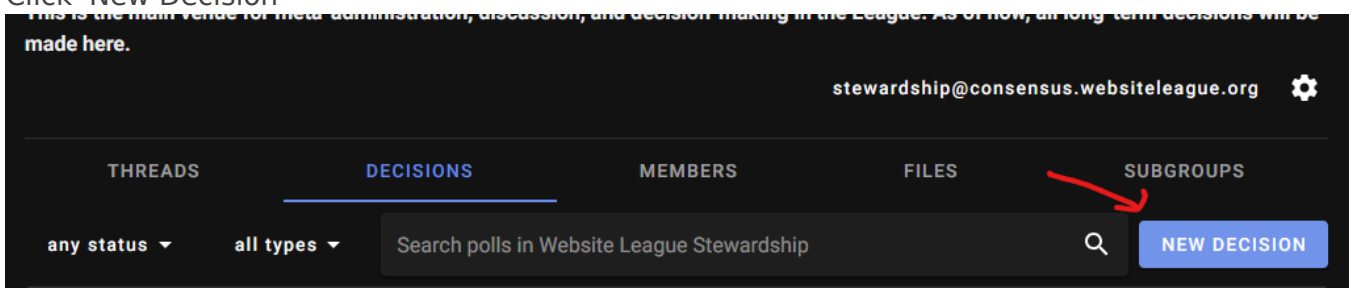
1. Go to [Loomio](#).
2. Click 'Decisions'

3. Click 'New Decision'

4. Choose from the available templates depending on the situation.
   Each of them have more details about when to use them inside of the template itself.

The template descriptions as of 2024/11/09 are captured below. Loomio is the definitive source for them and this page *may* be out of date.

Consensus Vote

Build consensus for a decision we need to make, and reach an agreement that satisfies the needs and concerns of all League members.

- Discuss and develop a proposal together
- Include and respect everyone involved
- Seek a consensus on the subject

Additional reading:

- [Loomio's consensus guide](#)
- [Calling in and calling out](#)
- [A Consensus Handbook](#)
- [Consensus: A New Handbook for Grassroots Social, Political and Environmental Groups](#)
- [Consensus Decision Making](#)

Consensus Test

This is a way to test for quick consensus on something. In short, if you feel that something falls along these lines, this template is a good way to check it in a way everyone can see:

> If a decision is minor enough that the length of discussion will probably not take longer than going through a vote, than just consense informally by making a suggestion, looking for approval, asking if there are any objections, and moving along. If an issue is complex or controversial enough that the discussion will definitely take longer than the process of making a proposal and voting on it, it makes sense to use a formal, explicit consensus process.

By default, these are set to be open for one day; please do not take that as a hard and fast rule, though. Please do not treat these as formal, binding votes either. If someone makes a proposal that conflicts with a consensus vote, take the proposal over the quick consensus vote.

Question round

A question round is an opportunity for people to ask clarifying questions about an idea or proposal; this way, potential issues can be resolved in advance and people can better understand the proposal and what it is intended to solve.

Question rounds have no voting options. By default, these are set to last one week.

Simple Vote

This is a simple yes/no vote proposal template—it's pretty self explanatory. If for some reason you need a proposal template like this, please use **this** and not the emergency/non-consensus proposal template.

Emergency/non-consensus vote

Because we operate on a consensus system, as of right now this is a template that should **only** be used in one of two cases, which are:

1. A situation in which consensus has completely broken down but a decision *must* be made for one reason or another. In this case a two-thirds majority is required;
2. An emergency addition to the decision making group. In this case, a two-thirds majority is required and any person(s) added by vote must also eventually go through the usual consensus process to remain in the group.

In short, this template should not appear in usual circumstances. If you need a simple-vote template for some reason, please do not use this. There should be another one labeled "simple vote" for those purposes.

Default duration for a poll of this variety is one day. Please adjust this if that is needed.

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