

Short guide addressed to the discontented



Booklet 1

Setting up a collective (for beginners)



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Thanks to Bérangère CHARTAUD for her English translation.

To whom?

This short guide is addressed to people who wish to create collectives.

It doesn't say anything about the form (associative or other), but only how it works.

It gives tips (tools and advice) to start with, while dodging some classical problems and initial groping.

There are numerous forms but here, we will talk about fairly basic functions.

This booklet 1 from the «Short guide for the discontented» is addressed to the absolute beginners. The pros of management and self-management will probably not learn much from this booklet 1...

The original version was created by a left-wing free-culture advocate, you will notice some incitement for sharing under a free spirit throughout the text. There...that's that, you've been warned!



This guide is under a free licence, anyone can contribute to its improvement.

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Who am I?

An identity is a name, a face and a presentation.

The name



For the name, we can think of something punchy, meaningful, referencing to X, simple and short, funny, chocking...

There can be several of the criteria mentioned before or one can suffice.

The face

The face is the logo.

To avoid any conundrum, if there isn't anybody with graphic skills, the logo can just be the name. It is then used with style, ie. as a triangle, minute glass, square, rectangle, with a mirror effect...

LE NOM DU
COLLECTIF

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Introduce oneself

Presenting adequately one's objectives in one simple and short sentence is a way to identify the collective. A positive sentence (avoiding any negations) will get better response.

How do I work?



The working of something is anything but insignificant...

What makes a democracy, a sociocracy, self-management, is ... how it works!

It's essential to prepare a chart to know who makes the decisions, who handles marketing, who makes the propositions and under what terms. It also helps easily explain to the newcomers how the collective works. Answers that are too vague, such as « the collective makes decisions » are not ideal.

Is a quorum necessary? (Minimum number of attending members)

How are the propositions approved?

If there a representative for the absentees? (through voting proxy, thus implying that the contents of the meetings are known in advance or that the vote following the meeting is made possible...)

Decisions can be made by:

- Using consensus (agreement between people through common denominator);
- Using consent (Nobody is against);
- Using a high vote (90 % for example) to avoid any frustration;
- Using warming-up votes (for nothing) to assess and take the arguments of everybody;
- Allowing the minority to speak to check whether we missed anything that only the minority spotted.

Always put discussion first, before the vote.

Intellectual honesty, hearing the arguments (not the feelings) of minority is a way to find common grounds more easily.

Thinking about internal and also external functioning (communication...)

Having pleasant moments (sharing meals, leisure time...) makes volunteering way more attractive!

What tools?



The operational tools are in direct correlation with the operational drawing we've seen previously.

Tools are part of the functioning, thus part of what makes a democracy, sociocracy, self-management...

We, therefore, scrutinise the tools and their frameworks.

For example, if we decide that all members can make propositions, is it done by email? Sent to whom? Is the proposition made by the person who makes the request, to avoid any interpretation? How long prior to the meeting is the proposition made, to allow for information search, data filling, improvement of the proposition? ...

Concerning the meetings, is there an agenda? How long in advance is it sent? Are there any documents, links, resources to better apprehend the topics addressed, sent with it?

Concerning time-consuming questions, are there any commissions set up? Do they make any decisions? Do they escalate their thoughts to the decisional body? (with the pros and cons)

If there is a mailing-list, make sure it doesn't get overflowed with emails. There can be several ones according to the commissions and we have to make sure that all the people receiving the email are concerned by it.

Some information can also be transferred onto a blog, a website, a pad...to avoid exchanges that are too frequent and avoid overflowing emails.

[FRAMASOFT provides many free tools which can be helpful to organise yourself.](#)

En résumé

Name of the collective:

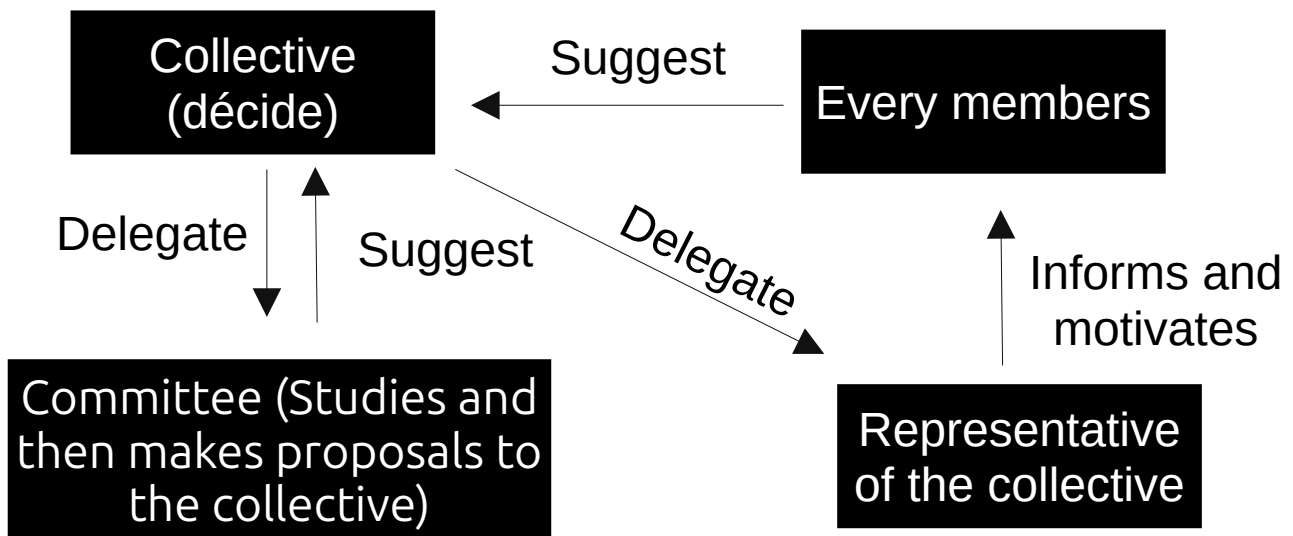
Jardins d'à côté (Next door Gardens)

Presentation of the collective:

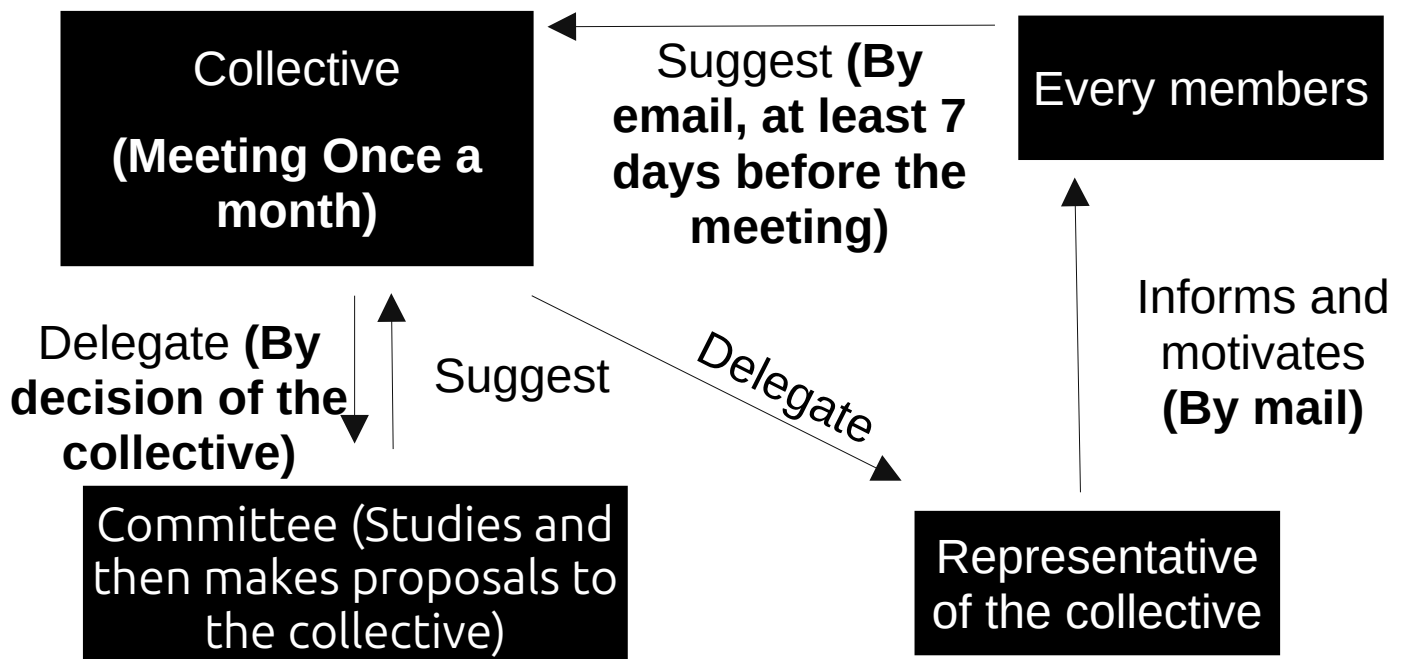
Sharing unused gardens in the Angers area with people who do not have any.

Operational drawing and details

Logo



Tools and uses



Emergency decisions by email to the collective, if the 75% response quorum has been reached and there has been no objection within one week.