Knowledge-Based Decision-Making
KBDM Quick Reference Tool

The essential elements of the KBDM process are:

- Open communication between all members
- Ask questions & gather information
- All decision-makers have common access to full information
- Dialogue *before* deliberation and decision
- Process can take more than one session. It may span over several meetings, Assemblies or other gatherings with discussions and questions continuing until everyone has the information they need to move forward.
- We exist in a culture of trust.

How It Works (What do we actually *do*?)

The issue is first "framed" or introduced by someone familiar with the topic. Then we thoroughly explore the topic *prior* to deciding what to do about it.

1. Information Exchange—everyone has access to the same:
   a. Printed material (e.g. *Service Manual*, past motions, archives from meeting, etc.), and
   b. Together, we answer the 5 KBDM questions (below) (or this can be assigned to a Thought Force)
2. Discussion
   a. Discussion and opinions are based on information and on experience.
   b. Additional questions may be asked at this time.
3. *Summarize* the discussion—assure that information, concerns, and opinions have been aired and heard, including minority opinions.
4. Make a Decision (3 possibilities)
   a. Further research may be needed about the issue.
   b. Suggestion/Motion may be made (e.g. informal show of hands, or motion/second, if large group)
   c. Status Quo (leave as is).

Five KBDM Questions

The answers to the questions below can provide a basis for discussion.
They provide common information so everyone can be on the same page.

- Gather information to these questions
- Everyone can add to them
- Opinions are backed up by experience, principles or knowledge.

1. **What do we know about our members' (and prospective members') needs, wants and preferences that relate to this issue?**
   (*What purpose would this serve? Is it necessary? Is it helpful?*)

2. **What do we know about the resources and our vision for Al-Anon and our meetings that are relevant to this issue?**
   (*What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have any background information in our archives that can help us answer this question*?)

3. **What do we know about our "culture" and "environment" that is relevant to this discussion? What are the implications of our choices: the pros and cons?**
   (*How would this affect our meeting? How would this affect our fellowship? Newcomers? Al-Anon(and A.A.) as a whole? The advantages of this change might be. . . The disadvantages might be. . .)*

4. **What are the ethical implications of our choices?   In other words--Will our decision be consistent with our spiritual principles, policies, and the Twelve Steps, Traditions, and Concepts?**
   (*What are the ethical implications of our choices? Is our decision legal? Are our decisions within our spiritual principles, policies, and legacies? Does our Service Manual provide any guidance about this issue? Will our decisions help us fulfill our primary purpose? If we decide to take an action, will it be the "right" thing to do?*)

5. **What do we wish we knew, but don't?**
   (*We might need to do some additional work or research to help us make a sound decision.)*

 (*After our best efforts to answer these questions, and through listening with open minds and hearts, we make a decision and trust in ourselves and our Higher Power.)*