



100 VOTES

Once groups generate a lot of ideas or have a list of several possibilities, they are faced with the problem of setting priorities and coming to an agreement on the most important items or options. With this technique each participant has the ability to cast their 100 votes by dividing them up to indicate a priority among the items. They can also support other items they feel are of lower priority with fewer votes. The total votes for each item indicate a degree of importance for the group. The participants use this information in setting priorities.

When to Use 100 Votes:

- When you have a list of options and need to set priorities.
- When you want an indication of the priorities of the group.

Guidelines for Conducting the *100 Votes* Activity:

1. ***Brainstorm a list of options.*** The *Brainstorming* activity is an excellent way of generating possible solutions to a problem or options in a decision-making process.
2. ***Review the list from a Brainstorming activity.*** Once you have completed the list, clarify ideas, merge similar ideas, and make sure everyone understands the options.
3. ***Ask participants to Vote.*** Each participant may allocate their 100 votes in any manner they wish and for any number of items they wish. If they feel strongly about one or two items they might want to give them 25 votes each. An item or two they feel worth considering but not a high priority might receive 10 points each and two items that are good but not the most important might receive 15 votes each. If there are items the participant feels shouldn't be considered, they would not receive any votes. The major consideration should be that the highest priority options receive the most votes. Voting takes place by participants physically writing the number of votes they are casting on the paper by the item. Make sure all items are posted where participants can see them and cast their votes.
4. ***Total the votes for each item.*** Add the votes cast for each item and the number of people who voted for that item. Write both on the paper by that item. (5/125 means five people cast a total of 125 votes) Circle the total for easier identification.
5. ***Review the voting and items which are the highest priority.*** Ask participants to review the data they generated and reflect on the outcome. What should be the cut off? What does the data tell you in terms of high priorities? How does the number of people voting for an item influence the priorities versus the total number of votes.

HANDOUT: The Skilled Group Leader

- 6. *Select priorities.*** Ask participants to discuss how they feel regarding the outcome of the voting. Do they feel it reflects the priorities from the group as a whole? Decide as a group where the cut-off should be in the list of priorities.