

WEIGHTED VOTING (LIST REDUCTION)

Team Members:	Option 1	Option 2	Option 3	Option 4
Cynthia	1	1	3	1
Donald	2	1	1	2
Glenn	3	1	0	2
James	1	1	2	2
Nancy	1	1	3	1
Odessa	1	2	1	2
Ron	0	0	4	2
Walt	1	2	1	2
Totals:	10	9	15	14



Purpose

The process of **weighted voting** is a means of quantifying various alternatives developed by team members. Like multivoting, **weighted voting** helps reduce a larger list of alternatives to a smaller list. It allows all team members to have input on deciding which issues are most important to a team as a whole.

Weighted voting does not make decisions. It acts only as a means for team members to express where they stand on an issue and the strength of their position. A system of

voting is critical for teams to obtain consensus to assure that all views are shared and have equal value.



Process

1. On a chart list the options being considered across the top of the chart with the team members' names down the left side of the chart.
2. Review all the options included on the list to ensure all team members have a clear understanding of each.
3. Each person is given a number of votes equal to about 1 and 1/2 times the number of options. If you have four options, each member has six votes.
4. On separate sheets of paper have each team member distribute their votes according to their own preferences. Encourage members to spread their votes for more than one option to show their relative feelings about each option. If a team member is sold on option one but could support options two and three, he/she may spread votes as follows:

Option 1	4
Option 2	1
Option 3	1
Option 4	0

Analysis of this vote would indicate that they strongly support option one at four times that of option two and three. The team member does not support option four.

5. Record votes for each option on the chart. Record votes one option at a time. Ask each team member how many votes for the option under review. Continue until all votes and options are covered.
6. Sum the totals for each option. The relative values of the totals will give an indicator of where consensus may already occur or to help further reduce options.



Example

Below is displayed a completed chart for a team using **weighted voting**. The team consisted of eight members with four items for consideration. With four options to be considered each team member had 6 votes.

Team Members:	Option 1	Option 2	Option 3	Option 4
Cynthia	1	1	3	1
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Key Points

- This process allows for development of opposing viewpoints.
- Team members need to spread their available votes based on their relative feelings about each option.
- There is no discussion of options to sway other team members.
- **Weighted voting** does not make decisions.

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