Backlog – template

Sociocracy utilises backlogs to keep a record of topics that arise in meetings that need attention from the circle. Backlogs are often kept at the top of the meeting agenda for easy reference. At the end of each meeting the facilitator checks the backlog to add any items that have arisen during the meeting and delete items that have been dealt with.

Different styles suit different organisations. Some backlogs are divided into high and low priority items, others list open topics (live issues) and resting items (to be revisited when time allows).

Backlog (topics we need to discuss)	Upcoming Review Dates
- AGM planning - Request from x circle to provide feedback on their revised domains - Decision on x proposal	- Reselect Facilitator – Jan 2022 - Reselect Leader and Delegate – May 2022 - Attendance Policy review – June 2022