**Purpose:**

Multi-voting is a group decision-making technique used to reduce a long list of items to a manageable number through a structured series of votes. Multi-voting provides a quick and easy way for a team to identify the most popular or highest priority items on a list - those that are worthy of immediate attention

**Directions:**

You will need the following materials – flip chart or whiteboard, marker pens, 5 to 10 slips of paper for each individual, pen or pencil for each individual.

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| Step 1 | Display the list of options. Combine duplicate items. Affinity Diagrams can be useful to organise large numbers of ideas and eliminate duplication and overlap. |
| Step 2 | **Number or letter all items on the list**. |
| Step 3 | **Decide how many items must be on the final list**. Decide also how many choices each member will vote for. Usually, five choices are allowed. The longer the original list, the more votes will be allowed, up to 10. |
| Step 4 | Working individually, **each member selects the five items** (or whatever number of choices allowed) **they think are most important and ranks the choices in order of priority**, **with the first choice ranking highest**. For example, if each member has five votes, the top choice would be ranked five, the next choice four, and so on. Each choice is written on a separate paper, with the ranking underlined in the lower right corner. |
| Step 5 | **Count the votes**. Collect the papers, shuffle them, then record on a flip chart or whiteboard. The easiest way to record votes is for the scribe to write all the individual rankings next to each choice. For each item, the rankings are totalled next to the individual rankings. |
| Step 6 | **If a decision is clear, stop here**. Otherwise, continue with a brief discussion of the vote. The purpose of the discussion is to look at dramatic voting differences, such as an item that received both 5 and 1 ratings and avoid errors from incorrect information or understandings about the item. The discussion should not result in pressure on anyone to change their vote. |
| Step 7 | Repeat the voting process in steps 4 and 5. If greater decision-making accuracy is required, this voting may be done by weighting the relative importance of each choice on a scale of 1 to 10, with 10 being most important. |