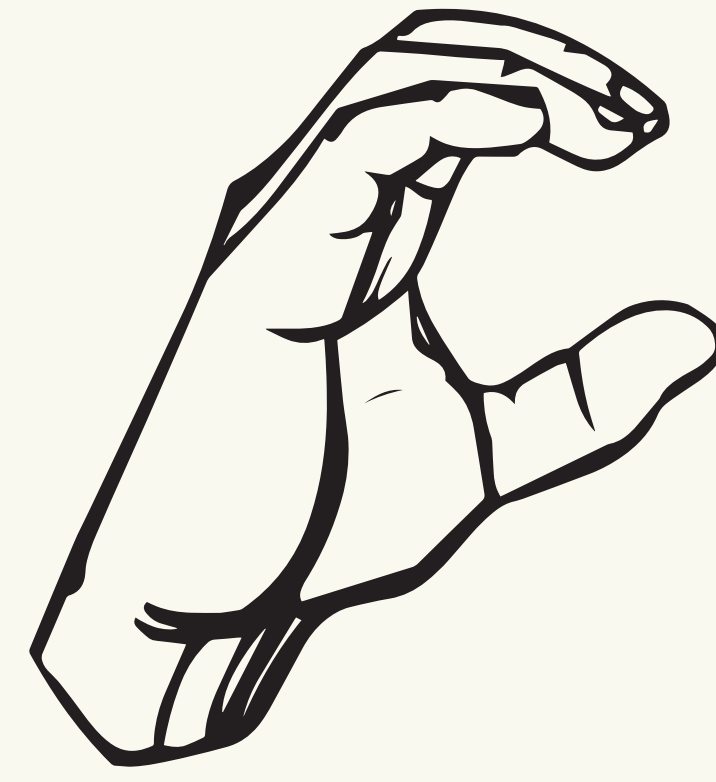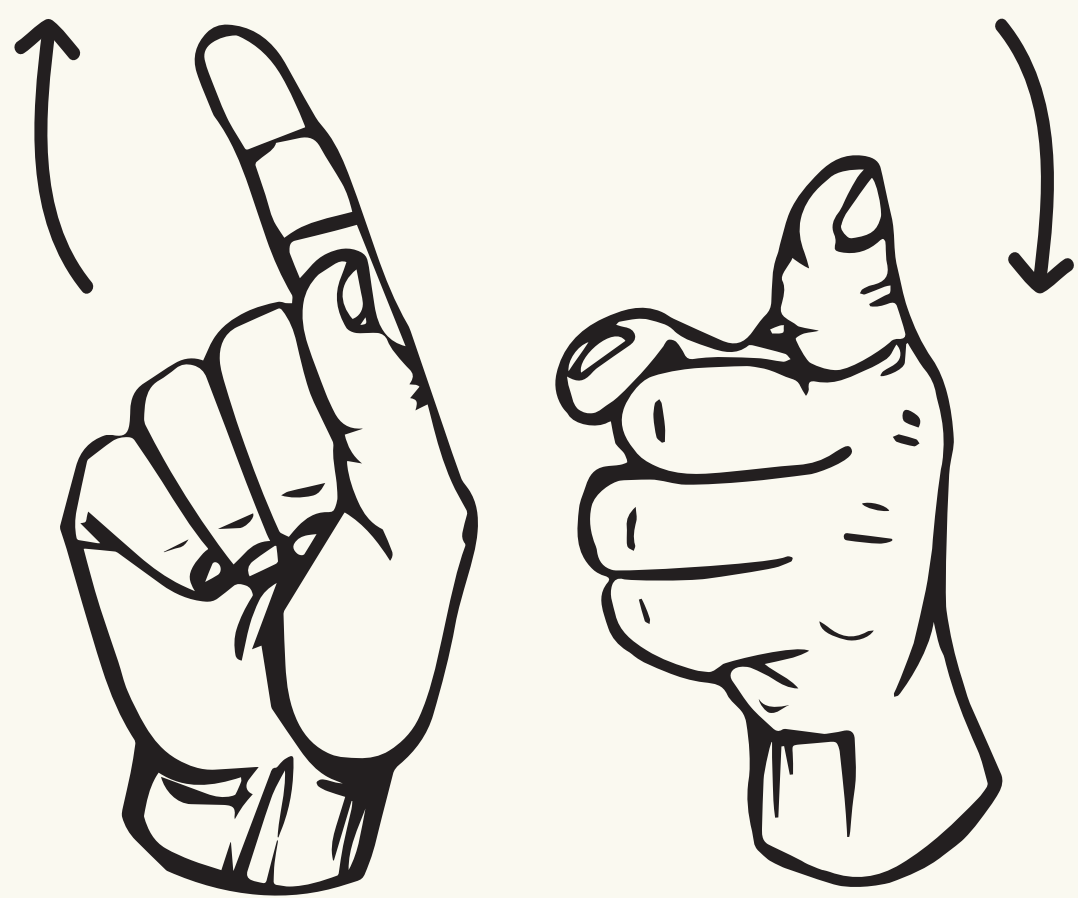# Meeting Hand Signals

I would like to contribute to the discussion!

Raise a hand when you wish to contribute to the discussion. This applies to comments, questions, and motions. You will be added to the stack and may speak once it is your turn.

I need some clarification!

Raise a single hand formed in the shape of the letter "C" to communicate a clarifying question. Use this signal if you have a question that needs to be answered before you feel comfortable voting on an issue.
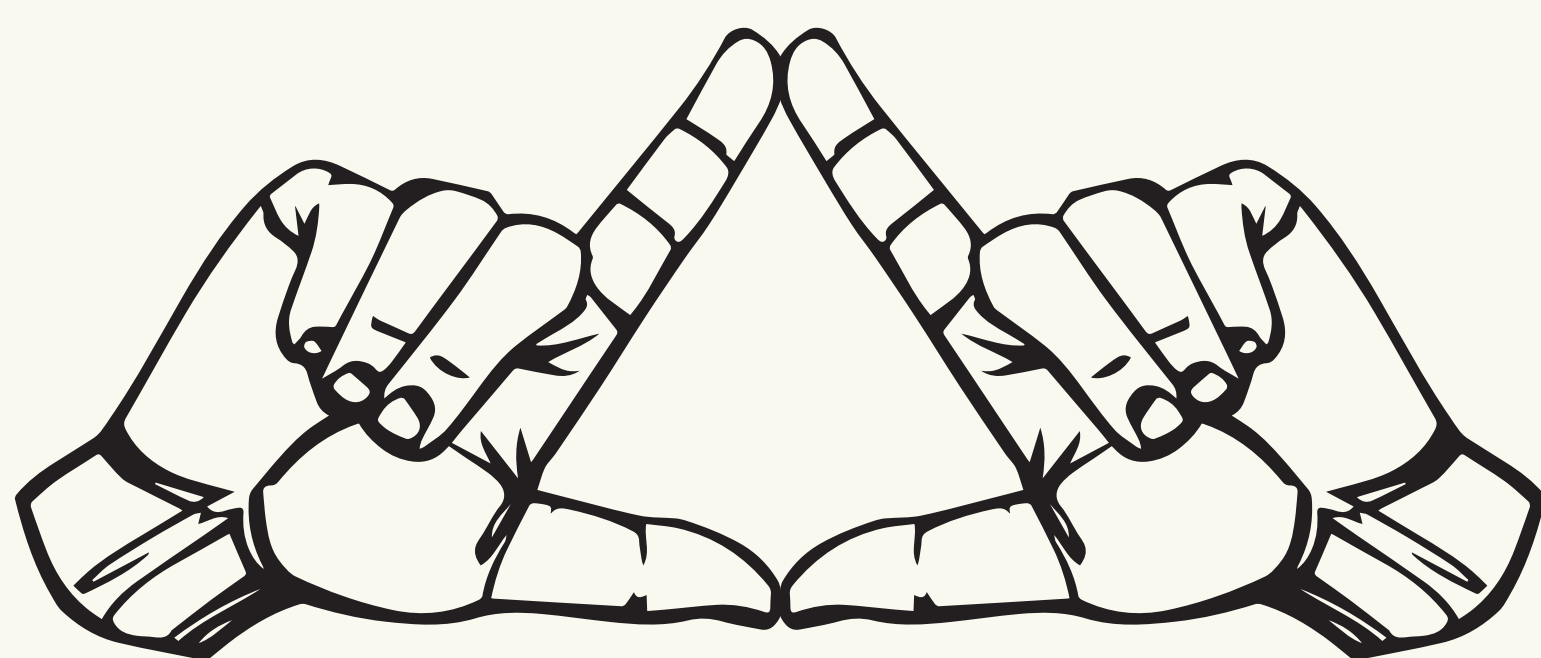
I have a direct response to what you just asked!

Point your index fingers and point them back and forth, directed at an individual. Direct response indicates that you have critical information in response to a question explicitly asked to the group. If you are called on by the facilitator/speaker, this puts you in front of the stack, so only use this signal if your point is directly relevant!
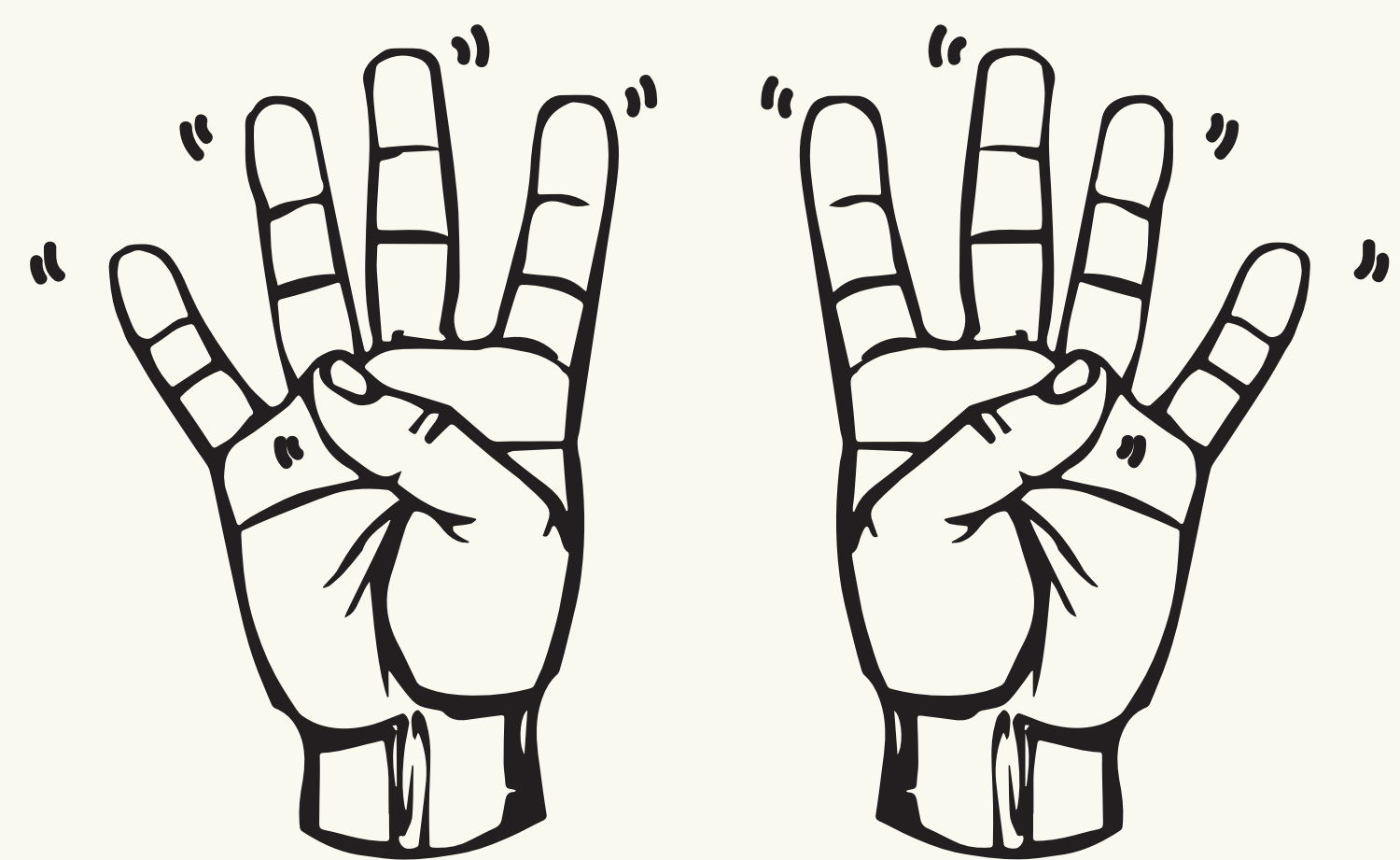
I have a point of information!

Hold your pinky finger in the air to indicate that you have a relevant point of information that may be beneficial to share, even if no one asked a specific question to the group. If you are called on by the facilitator/speaker, this puts you in front of the stack, so only use this signal if it could prevent a miscommunication.

Let's get back on topic!

Point of process is a triangle formed by two hands with the index fingers touching and the thumbs touching to form a triangle shape. A point of process triangle indicates that something about meeting process has broken down and needs to be addressed immediately. Use when discussion has strayed from the agenda topic, an agenda item is over-time, or some other decision-making rule has been violated.

I agree! (or disagree)

Hold both hands raised with fingers pointing up and being wiggled. "Sparkle fingers" indicate agreement with what is being said. (Snapping is also commonly used as an alternative method of showing support.) To indicate that you *disagree*, use the same wiggling movement, but with your fingers pointed *downward*.

UKSHA